Performance Appraisal

PLEASE PRINT

Employee Name __MoRTeNSoN FRed__ Title __M.C.T. I__

Department _____ Employee Payroll # _____

Reason for Review   ☐ Annual   ☐ Promotion   ☐ Unsatisfactory Performance

                  ☐ Merit   ☐ End of Probation Period   ✓ Other __Semi - ANNUAL__

Date employee began present position __/__/__ Date of last appraisal __7/ 19/ 96__ Scheduled appraisal date __/__/__

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

O – Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.

V – Very Good – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G – Good – Competent and dependable level of performance. Meets performance standards of the job.

I – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.

U – Unsatisfactory – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A – Not Applicable or too soon to rate.

General Factors		Rating	Scale		Supportive Details or Comments
1. **Quality** – The extent to which an employee's work is accurate, thorough and neat.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points 76	ImpRoved peRFoRMAN with The Use oF SCANNeR
2. **Productivity** – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points 76	would be ImpRoved iF #5 Below was WoRKe oN. (INcedences)
3. **Job Knowledge** – The extent to which an employee possesses the practical/technical knowledge required on the job.	O ☐ V ☐ G ☐ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points N/A	
4 DUANE, THIS MEANS HE APPEARS TO BE RELIABLE, ON → RELIABILITY You NEED To ADDRESS WHETHER HE IS oR IS NoT.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points 79	SeeMS To Be Reliable
5 "SEEMS" IS A liTTLE VAGUE.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points ✗	HouRS SicK Leave used This peniod Less "See BAcK"
6 ExplAiN uNDER WHAT CiRCumsTANCES GIVE ExAMples →	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points 76	ImpRoved, BuT AT TimEs ExTRA suPeRVISION WARReNTed

General Factors	Rating		Scale			Supportive Details or Comments
7. **Creativity** – The extent to which an employee proposes ideas, finds new	O ☐ V ☐ ? ☑ ☐] ☐		100-90 89-80 79-70 69-60 Below 60	Points	76	Remained Constant with His Ideas

HOW MUCH & IN WHAT AREA
BE MORE SPECIFIC! ———→

8.	) ☐ / ☐ ? ☑ [☐ J ☐		100-90 89-80 79-70 69-60 Below 60	Points	75	Some Improvement I would Like To See A LiTTle more

9.	) ☐ V ☑ ? ☐ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points	80	Ad Heres To policy "Improved"

IS THIS ACCEPTABLE OR NOT
ACCEPTABLE – PLEASE ELABORATE.

TIRE JACK – INCIDENT ———→

10 the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points	74	Likes others To Help Him out – per Request on Radio

11. **Judgment** – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O ☐ V ☐ G ☑ I ☐ U ☐		100-90 89-80 79-70 69-60 Below 60	Points	77	Has shown Improvement in the area of New Sources & their care

Rate employee's overall performance in comparison to position duties and responsibilities.

☐ Outstanding	100 - 90
☐ Very Good	89 - 80
☑ Good	79 - 70
☐ Improvement Needed	69 - 60
☐ Unsatisfactory	Below 60

Total Points **768** ÷ Number of Factors Rated **10** = **76.8** Overall Rating

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review _Improved # 1 # 4 # 6 # 8 # 9 & # 11_

2. Specific areas of needed improvement _Productivity . Hours Away From zone Due To Numerous Dr. Appts._

3. Recommen **BE READY TO GIVE** schooling, etc.) _____
   EXAMPLES. ——✓

4. Absences: _____ Number of days ___ **32.7 Hrs.**

Additional I

Discussed with _____ gnature* _____

Follow-up requ _____ e ___/___/___

Evaluator's Sig _____ e __1_/_6_/_9_7_