

# Performance Appraisal

PLEASE PRINT

Employee Name Mortenson Fred Title MCT I

Department \_\_\_\_\_ Employee Payroll # \_\_\_\_\_

Reason for Review  Annual  Promotion  Unsatisfactory Performance  
 Merit  End of Probation Period  Other Semi-Annual

Date employee began present position 1/1 Date of last appraisal 7/19/88 Scheduled appraisal date 1/1

**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 to be totaled and averaged for an overall performance score.

*THIS INDICATES TO ME THE SCANNER WAS RESPONSIBLE FOR FRED'S QUALITY CONTROL. IF SO, HOW?*



areas and **I - Improvement Needed** - Performance is deficient in certain areas. Improvement is necessary.  
 achieved on **U - Unsatisfactory** - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.  
 performance. **N/A - Not Applicable** or too soon to rate.

Rating	Scale	Points	Supportive Details or Comments
O <input type="checkbox"/>	100-90		
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	76	Improved with use of Scanner DATA ENTRY
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		
<hr/>			
O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	76	Productivity would increase if further Reducing of Sick Leave used (See Back)
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		
<hr/>			
O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input type="checkbox"/>	79-70		
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		N/A
<hr/>			
O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	79	A Reliable Employee
I <input type="checkbox"/>	69-60		
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O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input type="checkbox"/>	79-70		
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		Hours of Sick Leave used Less Than Last Evaluation period (See Back)
<hr/>			
O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	76	Regular Supervision given
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		

General Factors	Rating	Scale	Points	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	76	Able To give Ideas ON zone work
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	75	Some Improvement Needs To work in This area Further (Request For Help over Radio)
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input type="checkbox"/> V <input checked="" type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	80	Adheres To Policy (Improved)
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	78	Improved Communicates well with Supv.
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	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 693 ÷ Number of Factors Rated 9 = 77 Overall Rating

**Complete all of the following sections.**

- Accomplishments or new abilities demonstrated since last review Improved # 1 # 4 # 6 # 8 # 9 # 10 & # 11 of The 10 Categories Evaluated
- Specific areas of needed improvement Productivity Moves Away From Zone Due To Numerous RA appts (6) During work Hours
- Recommendations for professional development (seminars, training, schooling, etc.) Try To schedule appts after work or as late in day as possible
- Absences: Number of incidents \_\_\_\_\_ Sick leave Number of days Has 32.7

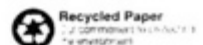
**Additional Employee Comments** \_\_\_\_\_

Discussed with individual on 1/1 Employee's Signature\* \_\_\_\_\_

\*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired  Yes  No Follow-up Date 1/1

Evaluator's Signature [Signature] Date 1/16/97



# 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	Points	Supportive Details or Comments
1. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	76	Improved performance with the use of scanner
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	76	would be improved if #5 below was worked on. (Incendences)
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60		N/A
4. <b>DUANE, THIS MEANS HE APPEARS TO BE RELIABLE, ON RELIABILITY YOU NEED TO ADDRESS WHETHER HE IS OR IS NOT.</b>	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	79	Seems to be reliable
5. <b>"SEEMS" IS A LITTLE VAGUE.</b>	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	<del>79</del>	HOURS SICK LEAVE USED THIS PERIOD LESS. "SEE BACK"
6. <b>EXPLAIN UNDER WHAT CIRCUMSTANCES GIVE EXAMPLES</b>	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	76	IMPROVED, BUT AT TIMES EXTRA SUPERVISION WANTED

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V <input type="checkbox"/>	89-80		
G <input type="checkbox"/>	79-70		
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		N/A

4. **Reliability** - The extent to which an employee can be relied upon regarding task completion and follow up.

O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	79	A Reliable Employee
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		

5. **Attendance** - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.

O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input type="checkbox"/>	79-70		
I <input type="checkbox"/>	69-60		
U <input type="checkbox"/>	Below 60		Hours of Sick Leave used Less Than Last Evaluation period (See Back)

6. **Independence** - The extent to which an employee performs work with little or no supervision.

O <input type="checkbox"/>	100-90	Points	
V <input type="checkbox"/>	89-80		
G <input checked="" type="checkbox"/>	79-70	76	Regular Supervision given
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Be More ABOUT H SELF

YOU MAY WANT TO EXPLAIN THIS AS ASSISTING IN THE PUBLIC EDUCATION PROGRAM

PUBLIC & FELLOW EMPLOYEES?

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- Very Good 89 - 80
- Good 79 - 70
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- Recommendations for professional development (seminars, training, schooling, etc.) TRY TO SCHEDULE APPTS AFTER WORK OR AS LATE IN DAY AS POSSIBLE
- Absences: Number of incidents \_\_\_\_\_ SICKLEAVE Number of days 32.7

Additional Employee Comments

Discussed with individual on 1/1 Employee's Signature \_\_\_\_\_

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Follow-up requested/desired  Yes  No Follow-up Date 1/1

Evaluator's Signature [Signature] Date 1/16/97

