

Performance Appraisal

PLEASE PRINT

Employee Name DIMAS ROSE 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 ___/___/___ Date of last appraisal ___/___/___ 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. Quality – 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	IMPROVEMENT SHOWN IN THE USE OF THE SCANNER
2. Productivity – 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	LESSONED BY HER ATTENDANCE. USE OF SICK LEAVE
3. Job Knowledge – 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. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	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	SEEMS TO BE IS RELIABLE WHILE AT WORK
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"/> 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	CONTINUED USE OF SICK LEAVE
6. Independence – The extent to which an employee performs work with little or no supervision.	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	REGULAR SUPERVISION GIVEN

General Factors	Rating	Scale	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	Points <input type="text" value="75"/> <u>NO Ideas Given</u>
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	Points <input type="text" value="75"/> <u>Remained STATIC NO Progress Made SINCE Being Discussed on LAST EVALUATION - Improvement Needed</u>
9. Adherence to Policy – The extent to which an	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	Points <input type="text" value="80"/> <u>Follows Rules & Regs.</u>
<i>- MAKE SURE YOU SUBSTANTIATE THIS OBSERVATION!</i>	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	Points <input type="text" value="75"/> <u>OBSERVED Making UNWARRANTED COMMENTS Seems To Be Reverting BACK To Old Ways</u>
<i>GOOD POINT - EMPHASIZE THE SAFETY ASPECT OF VEHICLE USE, TO HER & OTHERS WHO ATTEMPT TO FREE THE TRUCK FROM THOSE STUCK POSITIONS.</i>	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	Points <input type="text" value="74"/> <u>Judgement Should be Improved with The use of Field Vehicle SOME SITUATIONS were UNSAFE</u>

position duties and responsibilities.

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

Total Points ÷ Number of Factors Rated = Overall Rating

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review SCANNER use Improved
- Specific areas of needed improvement Productivity - Judgement (Be aware of Field Conditions)
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents NUMEROUS ON APPTS. Number of days 9.2

Additional Employee Comments _____

Discussed with individual on ___/___/___ Employee's Signature* _____

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

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

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

