

Performance Appraisal

PLEASE PRINT

Employee Name Leipelt Steve 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 ___/___/___ 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	75	Source Treatments Improved
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	77	EFFICIENCY Improved IT IS NOW = TO THE AMOUNT OF WORK PRODUCED. See BACK HOW TO IMPROVE EVEN MORE
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	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	76	
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 type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	N/A	Reduced SICK LEAVE USE BY 40%+
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	75	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 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 <u>80</u> CONTINUES TO BE CREATIVE – BRUSHING & TASTING SOURCES. Good Ide For CARBON VILLA SITE
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	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 <u>80</u> SHOWS INITIATIVE ASSUMES RESPONSIBILITY IMPROVED
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 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 <u>79</u> IMPROVED NO PROBLEMS OBSERVED
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	Points <u>78</u> CONTINUE TO WORK IN AREA OF COMMUNICATION
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	Points <u>77</u> IMPROVED NO PROBLEMS EVALUATING VEHICLE

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

Total Points 697 ÷ Number of Factors Rated 9 = 77.4 Overall Rating

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

- Complete all of the following sections.
- Accomplishments or new abilities demonstrated since last review MADE EMPLOYEE OF 3RD QUARTER – IMPROVED ITEMS 1, 2, 4, 5, 8, 9 & 11
 - Specific areas of needed improvement PRODUCTIVITY WOULD INCREASE IF YOU WOULD WORK ON REDUCING FURTHER THE AMOUNT OF SICK LEAVE USED
 - Recommendations for professional development (seminars, training, schooling, etc.) _____
 - Absences: Number of incidents _____ Number of days 49.5 HRS

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 Quane B... Date 1/16/97