

Performance Appraisal

PLEASE PRINT

Employee Name Heine Braun 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 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	Thorough & neat in his work habits
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 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	work completed efficiently
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 for task completion and			81	A reliable employee work gets done
5. Attendance – The extent to which an employee is punctual, work break/meal periods acceptable overall and			81	NO ABUSES OF WORK BREAKS & LUNCH PERIOD. very good attendance
6. Independence – The extent to which an employee performs with no supervision.			80	Shows independence little supervision required

LITTLE SUPERVISION
 (NEEDED OR REQUIRED) →

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	Points 79	Able To propose Ideas
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 80	ASSUMES ADDITIONAL DUTIES WHEN NECESSARY
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	Points 80	OBSERVES RULES & REGULATIONS
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 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 83	COOPERATES WELL WITH ALL
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills 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 80	DECISIONS MADE ARE SEEMED TO BE PROPER

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

Total Points $\frac{723}{807}$ ÷ Number of Factors Rated $\frac{9}{10}$ = $\frac{80.3}{80.7}$ 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 NO SICK TIME TAKEN
THIS EVALUATION PERIOD - IMPROVED IN SEVERAL CATEGORIES
- Specific areas of needed improvement _____
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents _____ Number of days NONE

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 Deane B. [Signature] Date 1/19/97



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4. Reliability - The employee can be relied upon for task completion and	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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">81</div>	<u>A reliable employee work gets done</u>
5. Attendance - The employee is punctual, work break/meal periods acceptable overall at	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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">81</div>	<u>No abuses of work breaks & lunch period. very good attendance</u>
6. Independence - The employee performs with no supervision.	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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">80</div>	<u>Shows independence little supervision required</u>

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