

# 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. <b>Quality</b> - 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	Points  80	<u>Thorough &amp; neat in His work habits</u>
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 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	<u>work completed EFFICIENTLY</u>
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	Points  	<u>N/A</u>
4. <b>Reliability</b> - The extent to which an employee can be relied upon for task completion and			Points  81	<u>A RELIABLE Employee work gets Done</u>
5. <b>Attendance</b> - The extent to which an employee is punctual, work break/meal periods acceptable overall and			Points  <del>81</del>	<u>NO ABUSES OF WORK Breaks &amp; Lunch period. very good ATTENDANCE</u>
6. <b>Independence</b> - The extent to which an employee performs with no supervision.			Points  80	<u>Shows Independence LITTLE SUPERVISION Required</u>

LITTLE SUPERVISION  
NEEDED OR REQUIRED →

General Factors	Rating	Scale	Points	Supportive Details or Comments
7. <b>Creativity</b> – 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	79	Able To propose Ideas
8. <b>Initiative</b> – 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	80	ASSUMES ADDITIONAL DUTIES WHEN NECESSARY
9. <b>Adherence to Policy</b> – 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	OBSERVES RULES & REGULATIONS
10. <b>Interpersonal Relationships</b> – 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	83	COOPERATES WELL WITH ALL
11. <b>Judgment</b> – 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	80	DECISIONS MADE ARE <del>SAID TO BE</del> 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

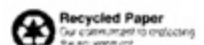
**Additional Employee Comments** \_\_\_\_\_

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



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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 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 <div style="border: 1px solid black; padding: 5px; display: inline-block;">80</div>	<u>work completed efficiently</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">N/A</div>	<u>N/A</u>
4. <b>Reliability</b> - The employee can be relied upon for task completion and			Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">81</div>	<u>A reliable employee work gets done</u>
5. <b>Attendance</b> - The employee is punctual, work break/meal periods acceptable overall at			Points <div style="border: 1px solid black; padding: 5px; display: inline-block;"><del>81</del></div>	<u>NO ABUSES OF WORK BREAKS &amp; LUNCH PERIOD. very good attendance</u>
6. <b>Independence</b> - The employee performs with no supervision.			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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 NEEDED OR REQUIRED →