

# Performance Appraisal

COPY

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Employee Name Neinhuis, Keith 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 7/8/97 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 checked="" 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	90	Keith keeps excellent records and does quality work.
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 checked="" 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	90	Keith completes his job assignments very efficiently.
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>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow up.	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	89	Keith is a very reliable employee.
5. <b>Attendance</b> - 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	Sick Time off 2.0 hrs. Family Sick 1.5 hrs.
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.	O <input checked="" 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	91	Keith is very dependable while working alone.

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 <b>89</b> <u>He is very creative with his ideas and suggestions.</u>
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input checked="" 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 <b>91</b> <u>Keith regularly volunteers for additional jobs and new assignments. (Great Keith!)</u>
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input checked="" 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 <b>90</b> <u>He complies with district rules and policies.</u>
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 checked="" 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 <b>90</b> <u>Keith has and above average rapport with his fellow workers.</u>
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input checked="" 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 <b>90</b> <u>Keith uses good judgement during daily assignments.</u>

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 **810** ÷ Number of Factors Rated **9** = **90** Overall Rating

**Complete all of the following sections.**

1. Accomplishments or new abilities demonstrated since last review Keith continues to demonstrate enthusiasm about his job and a strong interest in advancement.

2. ~~Specific areas of needed improvement~~ (Good Job Keith!)

3. Recommendations for professional development (seminars, training, schooling, etc.) \_\_\_\_\_

4. Absences: Number of incidents \_\_\_\_\_ Number of days \_\_\_\_\_

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

Discussed with individual on 2/9/98 Employee's Signature Keith Neale  
I acknowledge that this Performance Appraisal was discussed with me.

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

Evaluator's Signature Dale R. Hughes Date 1/14/98