

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name HEINE BRION Title M.C.T. I

Department STNN REGION Employee Payroll # \_\_\_\_\_

Reason for Review  Annual  Promotion  Unsatisfactory Performance  Merit  End of Introductory Period  Peer  Other SEMI-ANNUAL

Period covered by review 7/1/98 to 12/31/98 Date of last appraisal 8/17/98 Scheduled appraisal date 1/1

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check the rating box under the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable. The points for each performance description checked will be totaled and averaged for an overall performance score.

Areas to be Evaluated	N/A	Unsatisfactory (1)	Improvement Needed (2)	Good (3)	Very Good (4)	Outstanding (5)
1. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.						
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.						
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.	X					
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.						
7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and 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.						
10. <b>Interpersonal Relationships</b> - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.						
11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
12. <u>SUPV COMMENTS:</u>						

Comments: ACCURATE, THOROUGH & NEAT IN ALL WORK

Comments: High Volume of work produce

Comments: CAN COUNT ON JOBS BEING COMPLETED

Comments: 0.0 SICK LEAVE  
0.0 FAMILY SICK LEAVE

Comments: Able to work with little or no supervision

Comments: Proposes new ideas

Comments: willing to go extra mile

Comments: Follow Rule, Regs. & Policies

Comments: CAN WORK WITH ANY BODY

Comments: PROPER DECISION-MAKING SKILL

Comments: A PLEASURE TO HAVE YOU AS SUBORDINATE

Total Points  ÷ Number of Areas Rated  =  Overall Rating

UNSATISFACTORY (1.0-1.4) VERY GOOD (3.5-4.4)  
IMPROVEMENT NEEDED (1.5-2.4) X OUTSTANDING (4.5-5.0)  
GOOD (2.5-3.4)

Manager's Comments: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Evaluator's Signature Deane B...

Date 1/15/99

Employee's Signature Brion Heine

Date 2/12/99



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