ASE PRINT Employee Payroll # Department Unsatisfactory Performance Annual Promotion Reason for Review Other Som - ANNUAL Merit -End of Probation Period Date employee began present position ___ 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** I - Improvement Needed - Performance is deficient in certain O - Outstanding - Performance is exceptional in all areas and areas. Improvement is necessary. is recognizable as being far superior to others. V - Very Good - Results clearly exceed most position U - Unsatisfactory - Results are generally unacceptable and requirements. Performance is of high quality and is achieved on require immediate improvement. No merit increase should be a consistent basis. granted to individuals with this rating. G - Good - Competent and dependable level of performance. N/A - Not Applicable or too soon to rate. Meets performance standards of the job. Supportive Details or Comments General Factors Rating Scale 100-90 1. Quality - The extent to which an employee's 0 Points QUALITY WOR work is accurate, thorough and neat. V 89-80 G 79-70 69-60 I U Below 60 Productivity - The extent to which an 0 100-90 Points Very Productive employee produces a significant volume ν . 89-80 G 79-70 of work efficiently in a specified period of time. I 69-60 U Below 60 Job Knowledge - The extent to which O 100-90 Points an employee possesses the practical/technical V 89-80 knowledge required on the job. G 79-70 I 69-60 U Below 60 Reliability - The extent to which an 100-90 O Points eny Reliable V employee can be relied upon regarding 89-80 task completion and follow up. G 79-70 69-60 U Below 60 Attendance - The extent to which an O 100-90 Points employee is punctual, observes prescribed V 89-80 work break/meal periods and has an G 79-70 acceptable overall attendance record. I 69-60 U Below 60 Independence - The extent to which an 0 100-90 Points No AddITIONAL Supervis employee performs work with little or V 89-80 no supervision. G 79-70 I 69-60

U

Below 60

	Devencen21				M.CT. I			
		Promotion End of Pro	bation Period	i	Unsatisfactory Performance OtherSami - ANNUAL			
Date employee began	present position/_/	Date of la	st appraisal _	7/19/	96 Scheduled appraisal date/_/			
ndicate the employee	lly evaluate employee's work pe e's performance. Indicate N/A if conding points box. Points will be	not applical	ble. Assign p	oints for e	al functions of the job. Check rating box to ach rating within the scale and write that all performance score.			
	erformance Ratings				N. I. I. D. C			
is recognizable as bei	Performance is exceptional in all ing far superior to others.				Needed – Performance is deficient in certain at is necessary.			
requirements. Perform a consistent basis.	sults clearly exceed most position mance is of high quality and is a ent and dependable level of perf	chieved on	require i	mmediate	y – Results are generally unacceptable and improvement. No merit increase should be als with this rating.			
Meets performance s			N/A - N	Not Applie	cable or too soon to rate.			
General Factors		Rating	Scale	Supportive Details or Comments				
	xtent to which an employee's , thorough and neat.	O	100-90 89-80 79-70 69-60 Below 60	Points 81	Shows QUALITY WOR			
employee produc	The extent to which an ces a significant volume tly in a specified period	O	100-90 89-80 79-70 69-60 Below 60	Points 84	Very Productive HANDLES His own to Title But HAS Excepte Additional work to			
	- The extent to which ssesses the practical/technical ired on the job.	O	100-90 89-80 79-70 69-60 Below 60	Points	N/A			
 Reliability – Themployee can be task completion 	relied upon regarding	O	100-90 89-80 79-70 69-60 Below 60	Points 83	Very Reliable			
employee is pun work break/mea	he extent to which an ctual, observes prescribed I periods and has an Ill attendance record.	O	100-90 89-80 79-70 69-60 Below 60	Points	Used This EVALUATION			
-	The extent to which an ms work with little or	O	100-90 89-80 79-70 69-60 Below 60	Points	NO Additional Supe			



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	oyee Name DEVENCENT	4	AROA	/	Title _			1	Dr. Tri	NITYED
Depar	rtment				Emplo	yee Payro				
Reaso	on for Review Annual		Promo						ry Perform	
	f. Merit				ation Period					-ANNUA
	employee began present position									
ndica	uctions: Carefully evaluate employed ate the employee's performance. Indi- per in the corresponding points box. F	cate N/A if	not ap	plicabl	le. Assign po	pints for ea	ch ratin	g within t	he scale and	rating box to I write that
Def	initions of Performance Ratio	ngs								
is rec	Outstanding – Performance is excep cognizable as being far superior to otl	ners.		and		ovement l provemen			nance is def	icient in certain
equi	Very Good – Results clearly exceed a irements. Performance is of high qua- nsistent basis.			d on	require in		improve	ment. No	merit incre	eceptable and ase should be
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Gen	neral Factors	, ,	Ra	ting	Scale *		Suppo	rtive De	tails or Cor	nments
	Quality - The extent to which an em work is accurate, thorough and neat.	ployee's	, O V G		100-90 89-80 79-70	Points	6	VALO	y wo	ak Predu
			I U		69-60 Below 60	91				
	Productivity – The extent to which a employee produces a significant volu		0	[•]	100-90 89-80	Points		eay,	produ	Tive
	of work efficiently in a specified per		Ġ		79-70	91	DOES ALOT OF WO	F WORK		
of time.	of time.		I U		69-60 Below 60	11				•
3.	Job Knowledge - The extent to whi		0		100-90	Points		. 11		
	an employee possesses the practical/ knowledge required on the job.	technical	V G	H	89-80 79-70	1./		N// K		
niio ii i	knowledge required on the job.		I		69-60			1		
			U		Below 60					
4.	Reliability - The extent to which an		0	•	100-90	Points	4/	DAK	`. A/	WAVE CO
	employee can be relied upon regardi task completion and follow up.	ng	V		89-80 79-70		2/0	70	+ E-11	ways com
	task completion and follow up.		G		69-60	93	PIC	160	4 FOIL	owed Up
			Ü		Below 60					
5.	Attendance - The extent to which a		0		100-90	Points				
	mployee is punctual, observes prescribed vork break/meal periods and has an cceptable overall attendance record.		V		89-80	1		/		
			, I		79-70 69-60			cry	Good	
			Ü		Below 60	(
6.	Independence - The extent to which	h an	0	•	100-90	Points	-			
	employee performs work with little	or	V		89-80			1112	ES	UPER VISI
	no supervision.		G		79-70	91	$_{\nu}$	EEde	d	
			1	1!	69-60	111				

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imployee Name	EVENCENZI /	AA RON	Title _	M,C	.1. 7
Department			Emplo	oyee Payro	11 #
leason for Review	Annual [Promotion End of Prob	ention Darios		Unsatisfactory Performance Other Semi-Annual
nstructions: Careful ndicate the employee umber in the corresp	ly evaluate employee's work p 's performance. Indicate N/A i onding points box. Points will	erformance in if not applicab	relation to to le. Assign p	he essentia	97Scheduled appraisal date/_/ all functions of the job. Check rating box to ach rating within the scale and write that all performance score.
Definitions of Pe	rformance Ratings				
	erformance is exceptional in a ng far superior to others.	II areas and			Needed – Performance is deficient in certain t is necessary.
equirements. Perform consistent basis. G - Good - Compete	sults clearly exceed most positi nance is of high quality and is ent and dependable level of per	achieved on	require i granted	mmediate to individu	y – Results are generally unacceptable and improvement. No merit increase should be als with this rating.
Meets performance s	tandards of the job.	D 4'		Not Applic	able or too soon to rate.
General Factors	· · · · · · · · · · · · · · · · · · ·	Rating	Scale	Dainte	Supportive Details or Comments
	ktent to which an employee's thorough and neat.	0	100-90 89-80 79-70 69-60 Below 60	Points 91	- Quality WORK
employee produc	The extent to which an ces a significant volume ly in a specified period	0	100-90 89-80 79-70 69-60 Below 60	Points 91	Very productive Does AloT of wor
	- The extent to which sesses the practical/technical red on the job.	O	100-90 89-80 79-70 69-60 Below 60	Points	-NA
	e extent to which an _ e relied upon regarding and follow up.	O V G I U	100-90 89-80 79-70 69-60 Below 60	Points 93	WERY Reliable WORK Always Follow
employee is pun work break/mea	he extent to which an ctual, observes prescribed I periods and has an Ill attendance record.	O	100-90 89-80 79-70 69-60 Below 60	Points	Very Good
-	The extent to which an ms work with little or	0 • V · · · · · · · · · · · · · · · · · ·	100-90 89-80 79-70 69-60 Below 60	Points 91	LITTLE Supervision

	THE B	0000	OF.			
General Factors	TRUSTE	EES CR	EATED		Supportive Details or Comments	
 Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things. 	PROBRAMI PROBRAMI PARON CH ASPELSE HE GLEAN	POSITI PREIED OF THE	ión.	Points 92	Ed Program	=
seeks out I MANDATED TO DO additional TOB DUTIES! TOB DUTIES. (MED) TOB DUTIES. (MED) TOB DUTIES.	BOTH	O U C	100-90 89-80 79-70 69-60 Below 60	Points 95	Accepted Dunk	165
Adherenc ACKNOWIEG GE MIS TO WAND TO WAND TO TO WAND TO THE TO WAND TO THE TOTAL TO WAND TO THE TOTAL TO THE TOTAL TO THE TOTAL TOTA	e her	O V G U	100-90 89-80 79-70 69-60 Below 60	90	Adhered To.	<u>'c/e</u> S
 Interpersonal Relationships – The e which an employee is willing and der the ability to cooperate, work and cor with coworkers, supervisors, subordin and/or outside contacts. 	nonstrates nmunicate	O	100-90 89-80 79-70 69-60 Below 60	Points 92	Public - MNgT & EN WORKS Very Well All	y ologo Lw
	NOT S STAND	NG.	on	Points 90	No Bad Judges	nen
ata amployas's overall partormans.	TER COM DEO HEAR Rated 9	. /	respons	sibilities.	 □ Very Good □ Good □ Improvement Needed) - 9()) - 8()) - 7()) - 6() ow: 6()
Complete all of the following section. Accomplishments or new abilities demonstrates.	ons. enstrated since	e last revie	ew_PA	о МоТ	ion To OVAL POSI	Tion
2. Specific areas of needed improvement						
Recommendations for professional deve	lopment (sen	ninars, tra	ining, schoolin	g, etc.)		
4. Absences: Number of incidents					_ Number of days _ 2.7 Oays S	ickL
Additional Employee Comments						
Discussed with individual on/					e that this Performance Appraisal was discussed with me.	
bllow-up requested/desired Yes Evaluator's Signature	3 5	Follow-t	Date			



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CURRENT AS OF 9/97

1	oyee's performance. Indicate N/A if not applicable. The points for each performan	N/A	tons of the job. Check the rating box under the appropriate performance description to indicate the ption checked will be totaled and averaged for an overall performance score. Unsatisfactory (1) Good Good Outstanding (2) (3) (4) Outstanding (5)
	Quality - The extent to which an employee's work is accurate, thorough and neat.		Comments: QUALITY WORK DONE
	Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.		comments: EFFICENT- with High
	Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	N/A	Comments:
	Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.		Comments: CompleTION IS A GIU
	Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	N/ A	comments: 10.5 SICK Leave 0.0 FAMILY SICKLOSUE
	Independence - The extent to which an employee performs work with little or no supervision.		comments: LITTLE Supervision Ne
	Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.		Comments: CONTINUES TO PROPOSE New Ideas
	Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.		ASSIGNMENTS OUD JOB
	Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.		Comments: Follows All. Bules, Reg
	Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.		comments: WORKS Well WITH Follow England The Public in His COMMUTY
	Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.		Comments: Proper Decisions Made
	Supu Comments:	-	comments: ASSET To My CREW
	tal Points ÷ Number of Areas Rated =	Ow	erall Rating UNSATISFACTORY (1.0-1.4) VERY GOOD (3.5-4. IMPROVEMENT NEEDED (1.5-2.4) OUTSTANDING (4.5-5.1) GOOD (2.5-3.4)

Cell toll free 800-999-9111 to yorder Performance Appraisal #R8-A0814 A
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