

Performance Appraisal

PLEASE PRINT

Employee Name Devencazi Aaron Title MCT

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 7/19/96 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	Points <div>81</div>	<u>Shows Quality work</u>
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	Points <div>84</div>	<u>Very Productive</u> <u>Handles His own job</u> <u>title BUT HAS EXCEEDED</u> <u>ADDITIONAL WORK LOAD</u>
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	Points <div>N/A</div>	<u>N/A</u>
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	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>83</div>	<u>Very Reliable</u>
5. Attendance – 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	Points <div>88</div>	<u>Less sick leave</u> <u>used. This evaluation</u> <u>period</u>
6. Independence – The extent to which an employee performs work with little or 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>81</div>	<u>No Additional Supervision</u> <u>needed</u>

Performance Appraisal

PLEASE PRINT

Employee Name DEVENCENZI ARON 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 1/1/96 Date of last appraisal 7/19/96 Scheduled appraisal date 1/1/97

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.

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General Factors	Rating	Scale	Points	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	81	Shows Quality work
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	84	Very Productive Handles His own Job Title BUT HAS EXCEPTED IN ADDITIONAL WORK LOAD
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	/	N/A
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	83	Very Reliable
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	/	LOSS SICK LEAVE USED THIS EVALUATION PERIOD
6. Independence – The extent to which an employee performs work with little or no supervision.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	81	NO ADDITIONAL SUPERVISION needed

Performance Appraisal

COPY

PLEASE PRINT

Employee Name DEVENCENZI AAARON Title MCT I/COMMUNITY ED Tech

Department _____ Employee Payroll # _____

Reason for Review ☐ Annual ☐ Promotion ☐ Unsatisfactory Performance
☐ Merit ☐ End of Probation Period ☒ Other SEMI-ANNUAL

Date employee began present position 1/1 Date of last appraisal 7/28/97 Scheduled appraisal date 1/1

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.

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General Factors	Rating	Scale *	Points	Supportive Details or Comments
1. Quality - The extent to which an employee's work is accurate, thorough and neat.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	Quality work produced
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	VERY PRODUCTIVE Does ALOT of work
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	/	N/A
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	93	WORK is ALWAYS COM- PLETED & Followed UP
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	1	Very Good
6. Independence - The extent to which an employee performs work with little or no supervision.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	LITTLE SUPERVISION NEEDED

Performance Appraisal

PLEASE PRINT

Employee Name DEVENCENZI Aaron 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 7/28/97 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.

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General Factors	Rating	Scale	Points	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	Quality work
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	Very Productive Does a lot of work
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	N/A	N/A
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	93	Very Reliable work always followed up
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	\	Very Good
6. Independence – The extent to which an employee performs work with little or no supervision.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	Little Supervision given in Field work

General Factors

7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.

THE BOARD OF
TRUSTEES CREATED
THE COMMUNITY ED
PROGRAM/ POSITION.
AARON CARRIED OUT THE
ASPECTS OF THE PROGRAM.
HE GLEANED INFORMATION TO

Supportive Details or Comments

Points

92

CREATED Public
Ed Program

8. Initiative. AARON WAS NOT
seeks out r MANDATED TO DO BOTH
additional JOB DUTIES!

REQUESTED-DUAL
JOB DUTIES. (HE DEMON-
STRATED INTEREST)

O ☒ 100-90
V ☐ 89-80
G ☐ 79-70
I ☐ 69-60
U ☐ Below 60

Points

95

Accepted Dual Job
Duties

9. Adherence. ACKNOWLEDGES
employee "CAPABILITY" TO HANDLE
regulations and adheres to company policies. COMMUNITY ED.

O ☒ 100-90
V ☐ 89-80
G ☐ 79-70
I ☐ 69-60
U ☐ Below 60

Points

90

Rules, Regs & Policies
Adhered To.

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 ☒ 100-90
V ☐ 89-80
G ☐ 79-70
I ☐ 69-60
U ☐ Below 60

Points

92

Public - MNGT & Employees
works very well with
All

11. Judgment – The extent to which an employee demonstrates proper judgment making skills when necessary.

NO "BAD" JUDGEMENT
DOES NOT SUPPORT
OUTSTANDING.
BETTER COMMENT
NEED HERE!

Points

90

No Bad Judgements
Made

Rate employee's overall performance

responsibilities.

☒ Outstanding 100 - 90
☐ Very Good 89 - 80
☐ Good 79 - 70
☐ Improvement Needed 69 - 60
☐ Unsatisfactory Below 60

Total Points **825** ÷ Number of Factors Rated **9** = **92** Overall Rating

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review PROMOTION TO DUAL POSITION

2. Specific areas of needed improvement

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

4. Absences: Number of incidents _____ Number of days 2.7 Days Sick leave

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 ☐ NoFollow-up Date 1/1

Evaluator's Signature [Signature] Date 1/21/98



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Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DEVENCENZI AARON Title M.C.T. I & COMMUNITY ED. TECH
 Department STAN 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 8/12/98 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. Quality - The extent to which an employee's work is accurate, thorough and neat.						Comments: <u>QUALITY WORK DONE</u>
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						Comments: <u>EFFICIENT-WITH HIGH VOLUME</u>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<u>N/A</u>					Comments:
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						Comments: <u>COMPLETION IS A GIVEN</u>
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<u>N/A</u>					Comments: <u>10.5 Sick Leave</u> <u>0.0 Family Sick Leave</u>
6. Independence - The extent to which an employee performs work with little or no supervision.						Comments: <u>LITTLE Supervision Needed</u>
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						Comments: <u>CONTINUES TO PROPOSE New Ideas</u>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						Comments: <u>HANDLES Duo Job ASSIGNMENTS</u>
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						Comments: <u>FOLLOWS All. Rules, Regs. & DISTRICT Policies</u>
10. 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: <u>WORKS Well WITH Fellow Employees & The Public in His COMMUNITY OUTREACH</u>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						Comments: <u>PROPER Decisions Made</u>
12. <u>SUPV COMMENTS:</u>						Comments: <u>ASSET TO My CREW</u>

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) OUTSTANDING (4.5-5.0)
 GOOD (2.5-3.4)

Manager's Comments:

Employee's Comments: I appreciate the positive comments and the support of my superiors.

Deane B. [Signature]
 Evaluator's Signature

1/15/99
 Date

Aaron P. [Signature]
 Employee's Signature

2/1/99
 Date

FRIENDLY FORMS

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