

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name NEINHUIS KEITH Title MCT I

Department STKM. 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 8/10/98 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>ACCURATE, THOROUGH & NEAT</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 WORKER</u>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					Comments: _____
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						Comments: <u>WORK COMPLETED ON TIME</u>
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	X					Comments: <u>2.5 SICK LEAVE 0.0 FAMILY SICK LEAVE</u>
6. Independence - The extent to which an employee performs work with little or no supervision.						Comments: <u>NEEDS LITTLE SUPERVISION</u>
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						Comments: <u>PROPOSES NEW IDEAS</u>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						Comments: <u>VOLUNTEERS FOR EXTRA WORK DUTIES</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 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>NEVER A PROBLEM WITH ANY OF HIS CO-WORKERS</u>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						Comments: <u>WHEN NECESSARY MAKES PROPER DECISIONS</u>
12. <u>SUPV. COMMENTS:</u>						Comments: <u>I APPRECIATE HAVING YOU AS A SUBORDINATE</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 FEEL DUANE IS AN OUTSTANDING SUPV. I THINK WE HAVE A GREAT WORKING RELATIONSHIP.

Evaluator's Signature Duane Biff

Date 1/15/99

Employee's Signature Keith Neinhuis

Date 2/2/99