

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DOANNE BRIDGES Title TICHTO

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other Self Annual

Period covered by review 8/12/98 to 12/31/98 Date of last appraisal 1/1/99 Scheduled appraisal date 1/1/99

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.				X		
Comments: <u>MOST WORK ACCURATE. SERVICE REQUESTS AND INSPECTION REPORTS COULD USE MORE DETAIL.</u>						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.				X		
Comments: <u>COMPLETES TASKS IN A TIMELY MANNER</u>						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	N/A					
Comments: _____						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.				X		
Comments: <u>GIVEN DIRECTIONS ARE FOLLOWED UP APPROPRIATELY.</u>						
5. 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: _____						
6. Independence - The extent to which an employee performs work with little or no supervision.			X			
Comments: <u>INDEPENDENCE IN THIS POSITION IS ESSENTIAL. IT MUST BE USED IN COMPLIANCE W/ DISTRICT RULE & REGULATIONS.</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.			X			
Comments: <u>DOANNE OFFERS SUGGESTIONS FOR COMPLETING JOB DUTIES WITHIN HER REGION.</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.			X			
Comments: <u>DEMONSTRATES APPROPRIATE INITIATIVE TOWARD FIELD OPERATIONS.</u>						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.			X			
Comments: <u>RECEIVED WRITTEN REPRIMAND FOR ACTIONS IN APPROPRIATE DURING DISTRICT TIME.</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.			X			
Comments: <u>COMMUNICATIONS W/ SUPERIORS ARE APPROPRIATE, HOWEVER, IMPROVEMENT NEEDED IN ACTIVE COMMUNICATION W/ PEERS.</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.			X			
Comments: <u>DOANNE MUST DEVELOP A THOUGHTFUL WORKING APPROACH TO SEPARATE HER ROLE AS AN EMPLOYEE REPRESENTATIVE.</u>						
12. _____						
Comments: <u>WHEN REPRESENTING THE DISTRICT AS A REGIONAL SUPERVISOR, THIS IS A MUST AT WORK TIME.</u>						

Total Points 23 ÷ Number of Areas Rated 9 = 2.6 Overall Rating

UNSATISFACTORY (1.0-1.4) VERY GOOD (3.5-4.4)
 IMPROVEMENT NEEDED (1.5-2.4) OUTSTANDING (4.5-6.0)
 GOOD (2.5-3.4)

Manager's Comments: _____

Employee's Comments: REFER TO REPUTATION SHEET

Eddie Jordan 1/20/99 _____ 1/19/99
 Evaluator's Signature Date Employee's Signature Date