

General Factors

Supportive Details or Comments

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.

Points

92

CREATED Public Ed Program

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

REQUESTED-DUAL JOB DUTIES. (HE DEMONSTRATED INTEREST)

- O [x] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points

95

Accepted Dual Job Duties

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

ACKNOWLEDGES "CAPABILITY" TO HANDLE COMMUNITY ED.

- O [x] 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 [x] 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.

- 90
-80
-70
-60
Below 60

Points

90

No Bad Judgements Made

Rate employee's overall performance

BETTER COMMENT NEEDED HERE!

responsibilities.

- [x] 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

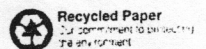
Discussed with individual on / /

Employee's Signature*

*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired [] Yes [] No Follow-up Date / /

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



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.

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.	<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	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 GIVEN IN FIELD WORK