

Performance Appraisal

COPY

PLEASE PRINT

Employee Name ANDRES SCOTT 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 6/29/97 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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">90</div>	<u>QUALITY WORK</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">89</div>	<u>Large Volume of Work Produced</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">/</div>	<u>N/A</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">90</div>	<u>Very Reliable - ACCURATE</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">/</div>	<u>I would like you to try save up a bank of sick leave</u>
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	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">90</div>	<u>Able to work Independently</u>

General Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O <input checked="" 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 90 <u>HAS good Ideas FOR zone</u>
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	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 91 <u>HAS ASKED To Help OUT with special projects</u>
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input checked="" 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 90 <u>Follows All Rules & Reg</u>
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 <input checked="" 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 92 <u>WORKS WITH ALL WITHOUT PROBLEMS</u>
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input checked="" 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 90 <u>Responsible Judgment calls Made</u>

Rate employee's overall performance in comparison to position duties and responsibilities.

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

Total Points **812** ÷ Number of Factors Rated **9** = **90** Overall Rating

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review CONTINUES To be OUTSTANDING Employee
- Specific areas of needed improvement ~~_____~~
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents _____ Number of days 5.1 Days Sick Leave

Additional Employee Comments I have enjoyed working this new ZONE!

Discussed with individual on 2/5/98 Employee's Signature [Signature]

I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired Yes No Follow-up Date 1/1

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

