

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Brian Heine Title M.C.T. I

Department Zone 14 Employee Payroll # 335

Reason for Review  Annual  Promotion  Unsatisfactory Performance  Merit  End of Introductory Period  Peer  Other SEMI-ANNUAL

Period covered by review 7/1/99 to 12/31/99 Date of last appraisal 8/3/97 Scheduled appraisal date 8/13/99

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. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.						X
Comments: <u>WORK SHOWS OF QUALITY</u> <u>LIKES HIS WORKS TO BE DONE RIGHT</u>						
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						X
Comments: <u>HIGH VOLUME, VERY PRODUCTIVE</u> <u>IN HIGH MOSP SEASON VERY LITTLE TIME OFF DUE</u> <u>TO SICKNESS</u>						
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
Comments:						
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.						X
Comments: <u>A RELIABLE EMPLOYEE</u> <u>ALL WORK COMPLETED ON TIME</u>						
5. <b>Attendance</b> - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	X					
Comments: <u>SICK DAYS USED - 9.8 hrs.</u> <u>FAMILY SICK DAYS USED - 0</u>						
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.						X
Comments: <u>ABLE TO WORK INDEPENDENT</u> <u>FROM SUPERVISION</u>						
7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.						X
Comments: <u>OFTEN PROPOSES NEW IDEAS</u> <u>WHEN PROBLEM SITUATIONS ARISE IN HIS ZONE</u>						
8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						X
Comments: <u>VOLUNTEERS TO WORK EXTRA</u> <u>HOURS - COLD FESSING, FRINGS, etc</u>						
9. <b>Adherence to Policy</b> - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						X
Comments: <u>FOLLOWS ALL RULES, REGS, &amp;</u> <u>POLICIES</u>						
10. <b>Interpersonal Relationships</b> - 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>COOPERATES WITH PUBLIC &amp;</u> <u>FELLOW STAFF - ALL LIKE HIM</u>						
11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						X
Comments: <u>HAS MADE PROPER JUDGE-</u> <u>MENT CALLS WITH REGARDS TO HIS ZONE</u>						
12. <u>SUPV'S. COMMENTS</u>						X
Comments: <u>A VERY FINE EMPLOYEE / THANK YOU</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:

Evaluator's Signature

Date

Employee's Signature

Date



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