

Performance Appraisal

PLEASE PRINT

Employee Name DUANE BRIDGEWATER Title ~~ASS~~ MCT III

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance
 Merit End of Probation Period Other _____

Date employee began present position ___/___/___ Date of last appraisal 3/28/95 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.	O <input type="checkbox"/>	100-90	70	<u>DUANE MUST IMPROVE HIS PENMANSHIP. HIS POSITION WARRANTS LEGIBILITY CONSISTENCE WHEN ASSIGNING WRITTEN INSTRUCTIONS TO SUBORDINATES.</u>
	V <input type="checkbox"/>	89-80		
	G <input checked="" type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input type="checkbox"/>	100-90	75	<u>DUANE ADEQUATELY PERFORMS TASKS ASSIGNED TO HIM. MUST BE CONSISTENT IN THE AREA OF ON SITE SUPERVISION</u>
	V <input type="checkbox"/>	89-80		
	G <input checked="" type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/>	100-90	N/A	
	V <input type="checkbox"/>	89-80		
	G <input type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/>	100-90	79	<u>HAS DEMONSTRATED DEPENDABILITY IN CONDUCTING GIVEN TASKS.</u>
	V <input type="checkbox"/>	89-80		
	G <input checked="" type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O <input type="checkbox"/>	100-90	75	<u>REGULAR IN ATTENDANCE. HOWEVER, AS IN THE PAST, TENDS TO RUSH OUT OF YARD AT END OF WORK DAY.</u>
	V <input type="checkbox"/>	89-80		
	G <input checked="" type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		
6. Independence - The extent to which an employee performs work with little or no supervision.	O <input type="checkbox"/>	100-90	75	<u>HANDLES REGION IN AN ADEQUATE MANNER.</u>
	V <input type="checkbox"/>	89-80		
	G <input checked="" type="checkbox"/>	79-70		
	I <input type="checkbox"/>	69-60		
	U <input type="checkbox"/>	Below 60		

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 type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <u>73</u> <u>DUANE DEVELOPS EFFECTIVE WORK PLANS. HAS POTENTIAL TO IMPROVE IN THIS AREA.</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 type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <u>75</u> <u>MAINTAINS ADEQUATE INITIATIVE IN THE WORK PLACE.</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 type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <u>72</u> <u>FOLLOWS DISTRICT POLICIES ACCORDINGLY.</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 type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <u>70</u> <u>DUANE MUST CONTINUE TO IMPROVE IN HIS COMMUNICATION SKILLS WITH HIS SUBORDINATES.</u>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <u>70</u> <u>MUST BE CONSISTENT IN USING A THOUGHT WORTHY APPROACH TO DECISIONS MADE IN HIS REGION.</u>

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

Total Points 734 ÷ Number of Factors Rated 10 = 73.4 Overall Rating

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

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review IMPROVEMENT NOTED IN KEEPING MANAGEMENT AHEAD OF PERSONAL APPOINTMENTS THAT EFFECT THE WORK DAY.
- Specific areas of needed improvement IN CONSISTENT PARTICIPATION W/ LOCK UP PROCEDURES AT END OF WORK DAY, ORGANIZATION OF WORK SCHEDULES IN WRITTEN FORM - THIS ALSO WILL ASSIST IN THE COMMUNICATION ASPECT.
- Recommendations for professional development (seminars, training, schooling, etc.) CONTINUATION IN PARTICIPATION WITH THE SUPERVISOR SKILLS WORKSHOPS.
- Absences: Number of incidents _____ Number of days 6.7 DAYS

Additional Employee Comments #1 Sewing Dr. For Arthritis of the Hands. #2 IN OVER 25 YRS OF SERVICE I HAVE NEVER BEEN COMPLEMENTED FOR ANYTHING 25 MINUTES EARLY IN THE MORNING & IN THE PAST YEAR I HAVE NEVER LEFT THE JOB SITE BEFORE ANY SUBORDINATES (ONLY FOR IN APPT.)

Discussed with individual on 1/30/96 Employee's Signature: [Signature]

This is the first time that I have heard that DUANE IS NOT PARTICIPATING with looking up yard.

Follow-up requested/desired Yes No Follow-up Date 1/1/96

Evaluator's Signature: [Signature] Date 1/29/96