

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Heine BRION Title M.C.T I

Department STAN. Region 202 8 Employee Payroll # 335

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

Period covered by review 7/1/00 to 12/31/00 Date of last appraisal 8/23/00 Scheduled appraisal date 1/1

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.						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	X					
6. Independence - The extent to which an employee performs work with little or no supervision.						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						
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.						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
12. _____						

Comments: QUALITY WORK ACCOMPLISHED IN ZONE

Comments: KNOWS HIS NEW ZONE NOW HIGH VOLUME OF WORK PRODUCED

Comments: WORK CAN BE RELIED ON WITHOUT MY RECHECK

Comments: SICK LEAVE - 3.0 HAS FAMILY SICK LEAVE - 0.0 HAS

Comments: BECAUSE HE HAS LEARNED ZONE SOURCES, LESS SUPERVISION GIVEN

Comments: GIVES SUGGESTIONS FOR ZONE WORK

Comments: VOLUNTEERS FOR EXTRA DUTIES NEVER COMPLAINS IF ASKED

Comments: ADHERES TO ALL POLICIES, RULES & REGS.

Comments: COOPERATES WITH ALL HE COMES IN CONTACT WITH

Comments: USES PROPER JUDGEMENT WITH REGARDS TO DECISIONS

Total Points 13 ÷ Number of Areas Rated 11 = Overall Rating 1.18

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)	

Supv Manager's Comments: High Value AS MY EMPLOYEE

Employee's Comments:

Evaluator's Signature [Signature] Date 1/30/01

Employee's Signature [Signature] Date 2/8/01