

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name FRASER, LARRY Title M.C.T. II
 Department STAN. Region Zone 10 Employee Payroll # 293
 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 8/13/00 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.						
		Comments: <u>This MAN does QUALITY WORK AS AN ASSISTANT To Me</u>				
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
		Comments: <u>EFFICIENT & SIGNIFICANT A Role Model</u>				
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
		Comments: <u>/</u>				
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						
		Comments: <u>I CAN ALWAYS COUNT ON HIS WORK</u>				
5. Attendance - 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 LEAVE - 3.3 hrs</u> <u>FAMILY SICK LEAVE - 1.0 hr</u>				
6. Independence - The extent to which an employee performs work with little or no supervision.						
		Comments: <u>Tell him what I would like, & THEN IT GETS ACCOMPLISHED</u>				
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
		Comments: <u>ALWAYS. GIVES ME INPUT</u>				
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
		Comments: <u>NEVER HESITATES WHEN A JOB NEEDS TO BE DONE</u>				
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						
		Comments: <u>FOLLOWS RULES, REGS. & POLICIES.</u>				
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.						
		Comments: <u>ALWAYS WORKS WELL WITH ALL.</u>				
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
		Comments: <u>MAKES THE PROPER JUDGEMENT CALL</u>				
12.						
		Comments:				

Total Points 30 ÷ Number of Areas Rated 11 = 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)

Supv Manager's Comments: I COULD NOT ASK FOR A BETTER ASSISTANT.

Employee's Comments:

Evaluator's Signature Diane B. [Signature] Date 1/30/01

Employee's Signature _____ Date 1/1