

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Iverson Mary Title M.C.T. I
 Department STN. Region. Zone 14 Employee Payroll # 338
 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 8/22/00 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>Her work is an example of Quality</u>						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
Comments: <u>She is an efficient worker</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 rely on her 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 4.5 hrs. Family Sick leave 30.5 hrs.</u>						
6. Independence - The extent to which an employee performs work with little or no supervision.						
Comments: <u>Has learned new zone, so less supervision needed</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
Comments: <u>Started back to school to further her business education</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
Comments: <u>Always wanting to improve herself</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 all 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>Fellow coworkers & outside contacts like her work</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
Comments: <u>Time & experience has produced the skill for making proper judgement calls.</u>						
12. <u>From #7 Above</u>						
Comments: <u>As well as how to interact with publ. & coworkers - sharper leadership skills</u>						

Total Points 35 ÷ Number of Areas Rated 12 = 2.9 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: Excellent worker

Employee's Comments:

Evaluator's Signature

Date

1/30/01

Employee's Signature

Date

1/1

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