

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name K Nienhuis Title 1

Department Zone 7 Employee Payroll # _____

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

Period covered by review 1/1 to 1/1 Date of last appraisal 1/1 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.						<input checked="" type="checkbox"/>
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						<input checked="" type="checkbox"/>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input checked="" type="checkbox"/>					
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						<input checked="" type="checkbox"/>
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input checked="" type="checkbox"/>					
6. Independence - The extent to which an employee performs work with little or no supervision.						<input checked="" type="checkbox"/>
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						<input checked="" type="checkbox"/>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						<input checked="" type="checkbox"/>
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						<input checked="" type="checkbox"/>
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.						<input checked="" type="checkbox"/>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						<input checked="" type="checkbox"/>
12. _____						

Total Points 17 ÷ Number of Areas Rated 11 = 1.55 Overall Rating

Manager's Comments: Want to recognize your efforts in helping me while fellow workers were out due to injuries

Employee's Comments: _____

Evaluator's Signature _____ Date _____ Employee's Signature _____ Date _____

Performance Appraisal

COPY

PLEASE PRINT

Employee Name Neinhuis, Keith Title MCT I

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance
 Merit End of Probation Period Other Semi-annual

Date employee began present position / / Date of last appraisal 7/8/97 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 checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	90	Keith keeps excellent records and does quality work.
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	90	Keith completes his job assignments very efficiently.
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	-	N/A
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/> V <input checked="" type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	89	Keith is a very reliable employee.
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"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	N/A	Sick Time off 2.0 hrs. Family Sick 1.5 hrs.
6. Independence - The extent to which an employee performs work with little or no supervision.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	91	Keith is very dependable while working alone.

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name NEINHUIS KEITH Title MCT I

Department STKIN REGION Employee Payroll # _____

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

Period covered by review 7/1/98 to 12/31/98 Date of last appraisal 8/10/98 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>ACCURATE, THOROUGH & NEAT</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 WORKER</u>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					Comments:
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						Comments: <u>WORK COMPLETED ON TIME</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>2.5 SICK LEAVE 0.0 FAMILY SICK LEAVE</u>
6. Independence - The extent to which an employee performs work with little or no supervision.						Comments: <u>NEEDS LITTLE SUPERVISION</u>
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						Comments: <u>PROPOSES NEW IDEAS</u>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						Comments: <u>VOLUNTEERS FOR EXTRA WORK DUTIES</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 & DISTRICT 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>NEVER A PROBLEM WITH ANY OF HIS CO-WORKERS</u>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						Comments: <u>WHEN NECESSARY MAKES PROPER DECISIONS</u>
12. <u>SUPV. COMMENTS:</u>						Comments: <u>I APPRECIATE HAVING YOU AS A SUBORDINATE</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: I FEEL DUANE IS AN OUTSTANDING SUPV. I THINK WE HAVE A GREAT WORKING RELATIONSHIP.

Evaluator's Signature Duane Burt Date 1/15/99 Employee's Signature Keith Neuhuis Date 2/2/99

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Keith Neinhuis Title M.C.T. I

Department Zone 8 Employee Payroll # 363

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 8/4/99 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.						X
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						X
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.						X
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.						X
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						X
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						X
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						X
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.						X
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						X
12. <u>SUPR'S COMMENTS</u>						X

Total Points 12 ÷ Number of Areas Rated 12 = Overall Rating 1.0

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 Dwane Bift Date 1/24/00 Employee's Signature Keith A. Neuhuis Date 2/9/00

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Neinhuis Keith Title M.C.T. I
 Department STKN Region Zone 7 Employee Payroll # 363
 Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other Semi-Annual
 Period covered by review 1/1/00 to 1/1/00 Date of last appraisal 1/24/00 Scheduled appraisal date 1/1/00

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. _____						

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)

Supv. Comments: I WANT TO, RECOGNIZE YOUR EFFORTS IN HELPING ME WHILE FELLOW WORKERS WERE OUT DUE TO INJURIES

Employee's Comments: _____

Evaluator's Signature Quane B. [Signature] Date 8/22/00 Employee's Signature Keith A. Neinhuis Date 8/23/00

Performance Appraisal

EASE PRINT

CURRENT AS OF 9/97

Employee Name Neinhuis Keith Title M.C.T. I

Department STAN. Region Zone 7 Employee Payroll # 363

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. _____						

Total Points 13 ÷ 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)		

Supervisor's Comments: ASSET TO MY CREW

Employee's Comments:

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

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

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Neinhuis Keith Title M.C.T. I

Department STN. Region Zone 7 Employee Payroll # 363

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)
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1. **Quality** - The extent to which an employee's work is accurate, thorough and neat. X
 Comments: WORK IS COMPLETED WITH QUALITY

2. **Productivity** - The extent to which an employee produces a significant volume of work efficiently in a specified period of time. X
 Comments: HIGH VOLUME OF WORK PRODUCED i.e. TREATMENTS, INSPECTIONS

3. **Job Knowledge** - The extent to which an employee possesses the practical/technical knowledge required on the job. X
 Comments: [Blank]

4. **Reliability** - The extent to which an employee can be relied upon regarding task completion and follow-up. X
 Comments: I CAN COUNT ON HIS WORK WITHOUT 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
 Comments: SICK LEAVE 16.0 HAS FAMILY SICK LEAVE 0.0 HAS

6. **Independence** - The extent to which an employee performs work with little or no supervision. X
 Comments: PERFORMS HIS JOB WITH LITTLE SUPERVISION

7. **Creativity** - The extent to which an employee proposes ideas, finds new and better ways of doing things. X
 Comments: HAS PROPOSED MANY IDEAS

8. **Initiative** - The extent to which an employee seeks out new assignments and assumes additional duties when necessary. X
 Comments: ALWAYS AGREES TO DO EXTRA WORK WHEN NEEDED

9. **Adherence to Policy** - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies. X
 Comments: ADHERES TO ALL POLICIES, RULES & REGS.

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. X
 Comments: COOPERATIVE WITH ALL HE WORKS WITH, SUPERVISORS & COWORKERS

11. **Judgment** - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary. X
 Comments: DEMONSTRATES PROPER JUDGEMENT IN MAKING DECISIONS

12. _____
 Comments: _____

Total Points 40 ÷ Number of Areas Rated 11 = 3.6 Overall Rating

Supervisor's Comments: ASSET TO MY CREW

Employee's Comments: _____

Evaluator's Signature [Signature] Date 1/13/01 Employee's Signature _____ Date _____