

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name ANDRES SCOTT Title M.C.T. I

Department STAN. Region Zone 9 Employee Payroll # 305

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other Semi-Annual
 See Below # 12
 Period covered by review 7/1/00 to 12/31/00 Date of last appraisal 10/2/00 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. <u>Months of Aug & Sept Injured, AWAY FROM WORK, Did NOT EVALUATE these (2) Two Months Due To Injury</u>						

Comments: Likes His work To Show OF QUALITY

Comments: When on The Job A significant volume of work produced

Comments: When Job Completed, it is correct.

Comments: Sick leave - 24.8 Hrs. Family Sick leave - 9.0 Hrs.

Comments: PERFORMS WITH LITTLE SUPERVISION

Comments: Comes UP WITH Ideas & SUGGESTIONS

Comments: VOLUNTEERS TO HELP OUT AND ASSUME MORE RESPONSIBILITY

Comments: Follows Rules, Regs and All DISTRICT policies.

Comments: DEMONSTRATES COOPERATIVE AND COMMUNICATIVE WORK ETHIC

Comments: USES proper Judgment when MAKING WORK RELATED ISSUES.

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 Manager's Comments: _____

Employee's Comments: _____

Evaluator's Signature Duane Butts Date 1/30/01 Employee's Signature _____ Date 1/1