

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name S. Azevedo Title 1

Department 20011 Employee Payroll # _____

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

Period covered by review _____ to _____ Date of last appraisal _____ Scheduled appraisal date _____

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 ÷ 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)

Supervisor's Comments: UPON His Transfer we had problems & Now working Together cooperatively I have seen Great Improvement in Steve's WORK. "Good Job"

Employee's Comments: _____

Evaluator's Signature

Date _____

Employee's Signature _____

Date _____