

PERFORMANCE EVALUATION

NAME: DUANE BRIDGEWATER DATE: 1/24/94

TITLE: SUPERVISOR TECHNICIAN III DEPT: SJCMUCD ID#: 253

THE PURPOSE OF THIS REPORT IS TO PROVIDE AN OBJECTIVE APPRAISAL OF AN INDIVIDUAL'S PERFORMANCE AND DEVELOPMENT POSSIBILITIES.

CAREFULLY EVALUATE THE FOLLOWING JOB PERFORMANCE FACTORS. CIRCLE THE NUMBER CORRESPONDING TO THE STATEMENT THAT MOST ACCURATELY DESCRIBES THE EMPLOYEE BEING EVALUATED.

1. KNOWLEDGE OF WORK: CONSIDER KNOWLEDGE AND UNDERSTANDING OF ALL PHASES OF THIS AND CLOSELY RELATED JOBS.

- 5 - HAS A THOROUGH KNOWLEDGE OF JOB ASSIGNED AND RELATED JOBS.
- 4 - WELL INFORMED ON ALL PHASES OF JOB ASSIGNED AND RELATED JOBS.
- 3** - HAS A GOOD WORKING KNOWLEDGE OF THE JOB ASSIGNED.
- 2 - HAS FAIR KNOWLEDGE BUT NEEDS MORE TRAINING OR EXPERIENCE.
- 1 - NEEDS FREQUENT INSTRUCTION, EVEN ON ROUTINE JOBS.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL HAS IT:

- IMPROVED
- REMAINED CONSTANT
- NEEDS TO BE IMPROVED

COMMENTS: DUANE HAS OVER 20 YEARS OF MOSQUITO CONTROL EXPERIENCE WITH THE DISTRICT. HE HAS THE ABILITY TO USE THAT KNOWLEDGE AND TRANSCEND IT INTO HIS SUPERVISORY ROLE.

2. QUANTITY OF WORK: CONSIDER VOLUME OF WORK PRODUCED, BASED UPON RECOGNIZED STANDARDS OF PERFORMANCE REQUIRED.

- 5 - HIGH VOLUME OUTPUT OF WORK AND SEEKS OTHER WORK WHEN ASSIGNED WORK IS NOT AVAILABLE.
- 4 - CONSISTENTLY TURNS OUT MORE VOLUME THAN MOST. IS A PACESETTER.
- 3** - STEADY PRODUCER. REGULARLY MEETS RECOGNIZED STANDARDS OF WORK.
- 2 - FAIR AMOUNT, HOWEVER QUANTITY SHOULD BE INCREASED.
- 1 - CONSISTENTLY LOW ON QUANTITY OF WORK AND IS USUALLY BEHIND SCHEDULE.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL HAS IT:

- IMPROVED
- REMAINED CONSTANT
- NEEDS TO BE IMPROVED

COMMENTS: DUANE HAS ACKNOWLEDGED THE FACT THAT THERE ARE FIVE OTHER ZONES BESIDES ESCALON, IN HIS REGION. HE WAS ABLE TO ATTAIN A MORE SYSTEMATIC APPROACH IN WORKING HIS REGION.

3. **QUALITY OF WORK:** CONSIDER ACCURACY, NEATNESS AND THOROUGHNESS WITH WHICH WORK MEETS RECOGNIZED STANDARDS OF PERFORMANCE.

- 5 - CONSTANTLY MAINTAINS THE HIGHEST QUALITY. EXCEPTIONALLY ACCURATE, NEAT AND THOROUGH.
- 4 - WELL ABOVE AVERAGE IN ACCURACY, NEATNESS, AND THOROUGHNESS. SELDOM NECESSARY TO CHECK WORK.
- ③ MEETS RECOGNIZED STANDARDS OF QUALITY REGULARLY. NORMAL FOLLOW UP REQUIRED TO CHECK WORK.
- 2 - USUALLY ACCEPTABLE BUT REQUIRES MORE THAN NORMAL CHECK UP.
- 1 - BELOW STANDARD. REQUIRES CONSTANT CHECKING.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL HAS IT:

- IMPROVED
- REMAINED CONSTANT
- NEEDS TO BE IMPROVED

COMMENTS: CLARIFICATION IN DIRECTION TO HIS SUBORDINATES MUST BE STREAMLINED. SUPERVISOR INTERACTION WITH ASSISTANT SUPERVISOR SHOULD BE AN ASSET, NOT A LIABILITY TO THE EFFICIENCY OF MANAGING A REGION.

4. **INITIATIVE:** CONSIDER THE INDIVIDUAL'S ORIGINALITY, SELF RELIANCE AND MOTIVATION REQUIREMENTS TO GET THE JOB DONE.

- 5 - EXCEPTIONALLY ORIGINAL AND SELF-RELIANT. OFTEN SUGGESTS NEW IDEAS AND TECHNIQUES.
- 4 - DEMONSTRATES ABOVE AVERAGE ORIGINALITY AND SELF-RELIANCE IN PERFORMANCE OF DUTIES. A "SELF STARTER".
- ③ DEMONSTRATES NORMAL ORIGINALITY AND SELF-RELIANCE.
- 2 - DEMONSTRATES LITTLE ORIGINALITY IN PERFORMANCE OF DUTIES.
- 1 - LACKS ORIGINALITY AND SELF-RELIANCE. NEEDS CONSTANT GUIDANCE.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL HAS IT:

- IMPROVED
- REMAINED CONSTANT
- NEEDS TO BE IMPROVED

COMMENTS: DUANE DEMONSTRATES THE ABILITY TO DEVELOP AND INSTITUTE JOB DUTIES. COMMUNICATION TO SUBORDINATES MUST BE A POSITIVE GOAL FOR 1994

5. **DEPENDABILITY:** CONSIDER ABILITY TO GET ASSIGNED WORK DONE PROMPTLY AND CORRECTLY WITHOUT FOLLOW-UP.

- 5 - THOROUGHLY RELIABLE ON ALL ASSIGNMENTS REGARDLESS OF DIFFICULTIES. ALWAYS DOES AN EXCELLENT JOB.
- 4 - DEPENDABILITY WELL ABOVE AVERAGE. ALWAYS DOES A GOOD JOB.
- ③ DEPENDABILITY IS GOOD. CAN COUNT ON THE RESULTS OF WORK.
- 2 - FAIRLY DEPENDABLE BUT REQUIRES MORE THAN NORMAL AMOUNT OF FOLLOW UP.
- 1 - INFREQUENTLY DEPENDABLE. REQUIRES CLOSE SUPERVISION.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL HAS IT:

- IMPROVED
- REMAINED CONSTANT
- NEEDS TO BE IMPROVED

COMMENTS: ASSIGNED RESPONSIBILITIES ARE HANDLED EFFECTIVELY. DUANE SHOULD WORK WITH INDIVIDUAL FIELD TECHNICIANS ON A MORE REGULAR BASIS.

6. COOPERATION: CONSIDER THE INDIVIDUAL'S INTEREST IN WORK AND WILLINGNESS TO COOPERATE WITH SUPERVISION AND ASSOCIATES.

5 - EXCEPTIONALLY INTERESTED. GOES OUT OF THE WAY TO COOPERATE AND PROMOTE COMPANY INTERESTS.

4 - WELL ABOVE AVERAGE INTEREST. WORKS WELL WITH SUPERVISION AND ASSOCIATES.

③ GOOD INTEREST. USUALLY COOPERATES WITH SUPERVISION AND ASSOCIATES.

2 - AVERAGE INTEREST. OFTEN COOPERATES BUT HAS SOME DIFFICULTY WORKING WITH SUPERVISION AND ASSOCIATES.

1 - FAIR INTEREST. RELUCTANT TO COOPERATE WITH SUPERVISION AND ASSOCIATES.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL. HAS IT:

IMPROVED

REMAINED CONSTANT

NEEDS TO BE IMPROVED

COMMENTS: DUANE IS WILLING TO COOPERATE WITH MANAGEMENT, SOME RESPONSIBILITIES TEND TO BE COMPLETED WHEN IT IS MOST ACCOMMODATING FOR HIM.

7. PERSONAL HOUSEKEEPING: CONSIDER THE INDIVIDUAL'S ATTENTION TO MAINTAINING AN ORDERLY WORK AREA.

5 - AREA IS EXCEPTIONALLY ORGANIZED, NEAT AND TIDY.

4 - ABOVE AVERAGE ATTENTION TO AN ORDERLY WORK AREA.

③ USUALLY NEAT AND ORGANIZED.

2 - A TENDENCY TO BE CARELESS AND UNTIDY.

1 - NO ATTENTION GIVEN TO WORK AREA. DISORGANIZED AND UNTIDY.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL. HAS IT:

IMPROVED

REMAINED CONSTANT

NEEDS TO BE IMPROVED

COMMENTS: OFFICE AREA VERY NEAT AND ORDERLY. RECORDS ARE ACCURATE AND THEY HAVE BEEN BENEFICIAL TO HIS NEEDS.

8. ATTENDANCE/PUNCTUALITY: CONSIDER ABSENTEEISM AND PROMPTNESS IN REPORTING TO WORK.

5 - ALWAYS AT WORK AND ON TIME. REGULARLY VOLUNTEERS FOR OVERTIME.

4 - VERY PROMPT AND REGULAR IN ATTENDANCE.

③ NORMALLY PRESENT AND ON TIME.

2 - OCCASIONALLY ABSENT AND LATE FOR WORK.

1 - UNRELIABLE. FREQUENTLY ABSENT AND/OR LATE.

CONSIDER EMPLOYEE'S PERFORMANCE SINCE THE LAST APPRAISAL. HAS IT:

IMPROVED

REMAINED CONSTANT

NEEDS TO BE IMPROVED

COMMENTS: READY FOR WORK ON A REGULAR BASIS. DUANE SHOULD NOTIFY HIS SUPERVISOR OF HIS APPOINTMENTS, BEFORE THE DAY OF THE APPOINTMENT ON A MORE CONSISTANT BASIS.

7. HOW DO YOU SUMMARIZE THE OVERALL PERFORMANCE OF THIS EMPLOYEE?

5 - CONSISTENTLY DISPLAYS EXCEPTIONAL ABILITY.

4 - NOT ONLY FULFILLS ALL REQUIREMENTS, BUT OFTEN DISPLAYS ABOVE AVERAGE ABILITY.

③ - FULFILLS ALL REQUIREMENTS; IS A COMMENDABLE EMPLOYEE.

2 - USUALLY FULFILLS BASIC REQUIREMENTS BUT FALLS SHORT OF ACCEPTABLE PERFORMANCE.

1 - FALLS SHORT OF ACCEPTABLE PERFORMANCE AT THIS TIME.

10. WHAT ARE EMPLOYEE'S GREATEST STRENGTHS? DUANE'S EXPERIENCE AND KNOWLEDGE
IN MOST ASPECTS OF MOSQUITO CONTROL. DUANE ALSO APPEARS TO HAVE
AN INTEREST IN IMPROVING MOSQUITO CONTROL TECHNIQUES.

11. WHAT ARE EMPLOYEE'S WEAKEST AREAS? ① COMMUNICATION WITH SUBORDINATES
AND CLARIFYING HIS INSTRUCTIONS. ② COMMUNICATION AND NOTIFICATION
OF HIS APPOINTMENT AND WORK STATUS ON A CONSISTANT BASIS WITH
MANAGEMENT AND HIS ASSISTANT SUPERVISOR. ③ ASSUMING RESPONSIBILITIES
AT THE COMPLETION OF EACH WORK DAY ^{ON} CONSISTANT BASIS.

12. FUTURE PERFORMANCE OBJECTIVES:

① DUANE MUST DEMONSTRATE HIMSELF IN A MORE ROLE MODEL
IMAGE IN ORDER TO ATTAIN POSITIVE RESULTS FROM HIS ZONE
TECHNICIANS. ② SHORE UP HIS COMMUNICATION AND CLARIFICATION
PRACTICES. ③ CONTINUED ATTENDANCE TO SUPERVISOR SKILLS CLASSES
AND SUPERVISORY SUPPORT GROUPS WITH IN DISTRICT ACCEPTED GUIDELINES.
④ SPEND MORE INDIVIDUAL TIME WITH EACH FIELD TECHNICIAN, THIS SHOULD
HELP DEVELOP A BETTER WORKING RELATIONSHIP WITH THE CORE OF HIS
REGION.

RATED BY: _____ DATE: _____

CERTIFY THAT THIS EVALUATION HAS BEEN DISCUSSED WITH ME AND I HAVE NOTED ANY POINTS OF DISAGREEMENT:

NAME: Chris B. [Signature] DATE: 1/31/94