

General Factors	Rating	Scale	Points	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	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	Proposes Lots of Good Ideas
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	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	92	A Team Leader
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	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	Follows Rules & Regs AND All Policies
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	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	Very Cooperative
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	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	Wise Judgment Used

Rate employee's overall performance in comparison to position duties and responsibilities.

Total Points 819 ÷ Number of Factors Rated 9 = 91 Overall Rating

☒ Outstanding 100 - 90  
☐ Very Good 89 - 80  
☐ Good 79 - 70  
☐ Improvement Needed 69 - 60  
☐ Unsatisfactory Below 60

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review CONTINUOUS TO BE AN OUTSTANDING ASSISTANT
- Specific areas of needed improvement CO
- Recommendations for professional development (seminars, training, schooling, etc.) \_\_\_\_\_
- Absences: Number of incidents \_\_\_\_\_ Number of days 2.9 DAYS SICKNESS

Additional Employee Comments \_\_\_\_\_

Discussed with individual on 2/10/98

Employee's Signature

Larry Frosen  
I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired ☐ Yes ☐ No

Follow-up Date 1/1

Evaluator's Signature [Signature]

Date 1/26/98

# Performance Appraisal

COPY

PLEASE PRINT

Employee Name FRASER LARRY Title MCT II  
Department \_\_\_\_\_ Employee Payroll # \_\_\_\_\_

Reason for Review ☐ Annual ☐ Promotion ☐ Unsatisfactory Performance  
☐ Merit ☐ End of Probation Period ☒ Other SEMI-ANNUAL

Date employee began present position 1/1 Date of last appraisal 7/28/92 Scheduled appraisal date 1/1

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. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	QUALITY WORK PRODUCED
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	92	HIGH VOLUME OF WORK
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	N/A	N/A
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow up.	<input checked="" type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	ALWAYS RELIABLE
5. <b>Attendance</b> - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input type="checkbox"/> O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	1	ATTENDANCE VERY GOOD
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.	<input type="checkbox"/> O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U	100-90 89-80 79-70 69-60 Below 60	91	LITTLE SUPERVISION GIVEN OR NEEDED