

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DEVENCENZI AARON Title M.C.T. I & COMMUNITY Ed. Tech  
 Department STAN 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 8/12/98 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. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.						Comments: <u>QUALITY WORK DONE</u>
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						Comments: <u>EFFICIENT-WITH HIGH VOLUME</u>
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	<u>N/A</u>					Comments:
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.						Comments: <u>COMPLETION IS A GIVEN</u>
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.	<u>N/A</u>					Comments: <u>10.5 Sick Leave 0.0 Family Sick Leave</u>
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.						Comments: <u>LITTLE Supervision Needed</u>
7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.						Comments: <u>CONTINUES TO PROPOSE NEW IDEAS</u>
8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						Comments: <u>HANDLES Duo Job ASSIGNMENTS</u>
9. <b>Adherence to Policy</b> - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						Comments: <u>FOLLOWS ALL. RULES, Regs. &amp; DISTRICT POLICIES</u>
10. <b>Interpersonal Relationships</b> - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.						Comments: <u>WORKS Well WITH Fellow Employee &amp; The Public IN His COMMUNITY DUTY</u>
11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						Comments: <u>PROPER DECISIONS MADE</u>
12. <u>SUPV COMMENTS:</u>						Comments: <u>ASSET TO My CREW</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 appreciate the positive comments and the support of my superiors.

Evaluator's Signature Deane Butts Date 1/15/99 Employee's Signature Aaron Devencenzi Date 2/11/99