

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name HEINE BAION Title M.C.T. I

Department STKN 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 8/17/98 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: ACCURATE, THOROUGH & NEAT IN ALL WORK						
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
Comments: High Volume of work produce.						
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
Comments:						
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.						
Comments: CAN COUNT ON JOBS BEING COMPLETED						
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.	X					
Comments: 0.0 SICK LEAVE 0.0 FAMILY SICK LEAVE						
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.						
Comments: ABLE TO WORK WITH LITTLE OR NO SUPERVISION						
7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
Comments: PROPOSES NEW IDEAS						
8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
Comments: WILLING TO GO EXTRA MILE						
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: FOLLOW RULE, REGS. & POLICIES						
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: CAN WORK WITH ANY BODY						
11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
Comments: PROPER DECISION-MAKING SKILL						
12. <u>SUPV COMMENTS:</u>						
Comments: A PLEASURE TO HAVE YOU AS SUBORDINATE						

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) X OUTSTANDING (4.5-5.0)  
GOOD (2.5-3.4)

Manager's Comments: \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Quane B. J.  
Evaluator's Signature

1/15/99  
Date

David Heine  
Employee's Signature

2/12/99  
Date



Call toll free 800-999-9111 to order Performance Appraisal #RB-A0814 A  
G. Neill Companies assumes no responsibility for the employer's use of this form or any decision the employer makes which may violate local, state or federal law. By selling this form, G. Neill Companies is not giving legal advice.

© 1997 G. Neill Companies, P.O. Box 450939, Sunrise, FL 33345-0939 - Printed in U.S.A. (9/97)  
The purchaser of this form is granted a limited license to photocopy the completed form for its internal use only. Any other photocopying or reproducing in any form, whether in whole or in part, is a violation of federal copyright laws and is strictly prohibited.