

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name IVERSON MARY Title MCT. 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 8/10/98 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. Quality – The extent to which an employee's work is accurate, thorough and neat. | | | | | | |
| 2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time. | | | | | | |
| 3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job. | X | | | | | |
| 4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up. | | | | | | |
| 5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. | X | | | | | |
| 6. Independence – The extent to which an employee performs work with little or no supervision. | | | | | | |
| 7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things. | | | | | | |
| 8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary. | | | | | | |
| 9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies. | | | | | | |
| 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. | | | | | | |
| 11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary. | | | | | | |
| 12. STATE CERTIFICATION EXAM: | | | | | | |

Total Points 15 ÷ Number of Areas Rated 12 = 1.25 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: _____

[Signature]
 Evaluator's Signature

Date

1/15/99

[Signature]
 Employee's Signature

Date

2/2/99

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