## Performance Appraisal



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•	loyee Name HEINE BRION					1CT	I
Depa	artment		Emplo	yee Payro	II #		
Reas		Prom		oation Period	l		tisfactory Performance  Somi - ANNUAL
Date	employee began present position//	Date	of las	t appraisal	6 129 1		
Inst	ructions: Carefully evaluate employee's work per cate the employee's performance. Indicate N/A if ther in the corresponding points box. Points will be	rforma	ance in	relation to to le. Assign po	he essentia pints for ea	I function ch rating v	s of the job. Check rating box to within the scale and write that
De	finitions of Performance Ratings						
0-	Outstanding – Performance is exceptional in all ecognizable as being far superior to others.	I – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.					
V – Very Good – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.				U – Unsatisfactory – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.			
	<ul> <li>Good – Competent and dependable level of performance standards of the job.</li> </ul>	orman	ce.	N/A - N	ot Applic	able or to	o soon to rate.
Ge	neral Factors	Rating		Scale	Supportive Details or Comments		
1.	Quality – The extent to which an employee's work is accurate, thorough and neat.	O V G		100-90 89-80 79-70	Points	Qu.	ALITY WORK HABIT
	•	I U		69-60 Below 60	90	4	
2.	Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O V G I		100-90 89-80 79-70 69-60 Below 60	Points 90		ny Paoductive
3.	Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points		V/A
4.	Reliability – The extent to which an employee can be relied upon regarding task completion and follow up.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points	A Co	NSCIENTIOUS
5.	Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points	<u>%</u> 0.	ay SICK LEAVE Used
6.	Independence – The extent to which an employee performs work with little or no supervision.	O V G		100-90 89-80 79-70 69-60	Points 90	Ab	le To WORK dependantly

U | Below 60

Rating	Scale		Supportive Details or Comments				
0	100-90 89-80 79-70 69-60 Below 60	Points 89	Proposes Good Idens				
0	100-90 89-80 79-70 69-60 Below 60	Points 90	Help with other Jobs				
0	100-90 89-80 79-70 69-60 Below 60	Points 90	Follows All Rules Regs & Policies				
0	100-90 89-80 79-70 69-60 Below 60	Points 91	WOAKS Very Well with All Employees				
0 U U U	100-90 89-80 79-70 69-60 Below 60	Points 90	Makes Very Good Judgement calls				
Rate employee's overall performance in comparison to position duties and responsibilities.    Outstanding   100 - 9							
<b>9</b>			ending Example"				
			Number of days ————————————————————————————————————				
Employee	's Signature'  Date	"I acknowledge					
	O C C C C C C C C C C C C C C C C C C C	O	O				

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General Factors		Rating		Scale		Supportive Details or Comments		
7.	Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points 89	Proposes Good Fdens		
8.	Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points 90	VolunTeens To Help with other Jobs		
9.	Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O V G I U		100-90 89-80 79-70 69-60 Below 60	Points 90	Follows All Rules Regs & 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 V G I U	00000	100-90 89-80 79-70 69-60 Below 60	Points 91	works very well with All Employees		
11.	Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O V G I		100-90 89-80 79-70 69-60 Below 60	Points 90	ANDRES Very Good Judgement calls		
To	tal Points 8/0 ÷ Number of Factors Rated 9	ositio		70	sibilities.	☐ Outstanding 100 - 90 ☐ Very Good 89 - 80 ☐ Good 79 - 70 ☐ Improvement Needed 69 - 60 ☐ Unsatisfactory Below 60		
Complete all of the following sections.  1. Accomplishments or new abilities demonstrated since last review OUTSTANDING Example"  by The Lack of USC of Sick Leave  2. Specific areas of needed improvement								
3. Recommendations for professional development (seminars, training, schooling, etc.)  4. Absences: Number of incidents								
Additional Employee Comments								
Discussed with individual on 2/5/98 Employee's Signature'  "lacknowledge that this Performance Appraisal was discussed with me.  Follow-up requested/desired Yes No Follow-up Date //  Evaluator's Signature  Date 1/21/98								

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## Performance Appraisal



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	ployee Name HEINE BRION					YCT	I			
Dep	partment			Emple	oyee Payro	11 #				
Rea	son for Review	Prom	otion	bation Period	l		tisfactory Performance			
Date	e employee began present position/	Date	of las	st appraisal _	6 1291	97 Sched	luled appraisal date//			
Inst	tructions: Carefully evaluate employee's work per icate the employee's performance. Indicate N/A if in the in the corresponding points box. Points will be	forma	ince in	n relation to to ble. Assign p	he essentia	al function ach rating	s of the job. Check rating box to within the scale and write that			
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		I U		69-60 Below 60	90					
2.	employee produces a significant volume	0 V		100-90 89-80	Points	Very Productive	ny Paoductive			
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		V		89-80	·A		NIA			
		G I		79-70 69-60		<i>V/· I</i>				
		Ū		Below 60		<del> </del>				
4.	Reliability - The extent to which an	0	•	100-90	Points	A	Reliable WORKS			
	employee can be relied upon regarding	V G		89-80 79-70		<u> </u>	NSCIENTIOUS			
	task completion and follow up.	ı		69-60	90		10.301000			
		Ū		Below 60						
5.	Attendance - The extent to which an	0		100-90	Points	x 00	ay SICK Leave Used			
	employee is punctual, observes prescribed	V		89-80 79-70	4	4				
	work break/meal periods and has an acceptable overall attendance record.	G 1	ᆷ	69-60						
	acceptable overall anondance rocord.	Ü		Below 60						
6.	Independence – The extent to which an	0	<u> </u>	100-90	Points	AL	L. TO WORK			
	employee performs work with little or	V		89-80			dependantly			
	no supervision.	G I		79-70 69-60	90	IN	acpendaniky			

U 🗀 Below 60