

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Kerth, Dennis Title MCT I
 Department _____ Employee Payroll # _____
 Reason for Review ☐ Annual ☐ Promotion ☐ Unsatisfactory Performance ☐ Merit ☐ End of Introductory Period ☐ Peer ☒ Other Semi-Annual
 Period covered by review 7/1/00 to 12/31/00 Date of last appraisal 6/22/00 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.						✓
Comments: <u>Dennis continues to work hard to do quality work</u>						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						✓
Comments: <u>He produces and above average volume of work.</u>						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	✓					
Comments:						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						✓
Comments: <u>Dennis is highly reliable @ following instructions and completing tasks.</u>						
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	✓					
Comments: <u>Sick Time 34 hrs. Family Sick 33 hrs.</u>						
6. Independence - The extent to which an employee performs work with little or no supervision.						✓
Comments: <u>Dennis' work is consistent with or without supervision.</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						✓
Comments: <u>Dennis has good creativity</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						✓
Comments: <u>He is willing to take new assignments and very co-operative</u>						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						✓
Comments: <u>Dennis has always been very conscientious at following District Policy</u>						
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.						✓
Comments: <u>Dennis tries to work with everyone in a professional manner</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						✓
Comments: <u>He uses very good judgement doing his job.</u>						
12. _____						
Comments:						

Total Points ☐ Number of Areas Rated ☐ = ☐ Overall Rating: ☐ UNSATISFACTORY (1-1.4) ☐ VERY GOOD (3.5-4.4)
☐ IMPROVEMENT NEEDED (1.5-2.4) ☐ OUTSTANDING (4.5-5.0)
☐ GOOD (2.5-3.4)

Supervisor's Comments: Dennis does a fine job being a technician and is a pleasure to work with
 Employee's Comments: _____

Evaluator's Signature Dale R. Hughes Date 1/17/01 Employee's Signature Dennis Kerth Date 2/17/01



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