

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name AZEVEDO STEVE Title M.C.T I

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other SEMI/ANNUAL

Period covered by review 7/1/99 to 12/31/99 Date of last appraisal 8/4/99 Scheduled appraisal date 2/8/00

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.						<input checked="" type="checkbox"/>
Comments: <u>STEVE DOES GOOD WORK, NEAT AND ACCURATE AS POSSIBLE</u>						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						<input checked="" type="checkbox"/>
Comments: <u>IS CAPABLE OF MORE WORK BUT LINGERS AT TIME TO LONG ON ONE PROJ.</u>						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<u>N/A</u>					
Comments: _____						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						<input checked="" type="checkbox"/>
Comments: <u>GIVE STEVE A JOB TO DO HE WILL GET IT DONE</u>						
5. Attendance - 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>ACCEPTABLE OVERALL ATTENDANCE (USED 46.5 HRS SICK TIME)</u>						
6. Independence - The extent to which an employee performs work with little or no supervision.						<input checked="" type="checkbox"/>
Comments: <u>WORKS WELL BY HIMSELF. OCCASIONAL INPUT FROM SUPV.</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						<input checked="" type="checkbox"/>
Comments: <u>AT TIMES FINDS NEW OR DIFFERENT WAYS OF DOING THINGS</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						<input checked="" type="checkbox"/>
Comments: <u>STEVE ACCEPTS NEW ASSIGNMENTS VOLUNTEERS HIS HELP.</u>						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						<input checked="" type="checkbox"/>
Comments: <u>FOLLOWS RULES AND REG. BUT AT TIMES HAS A PROBLEM FOLLOWING CHAIN OF COMMAND.</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.						<input checked="" type="checkbox"/>
Comments: <u>COOPERATES WITH COWORKERS AND SUPV. COMMUNICATES WITH THE PUBLIC WELL</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						<input checked="" type="checkbox"/>
Comments: <u>MAKES JUDGEMENT CALLS OCCASIONAL HELP FROM SUPV.</u>						
12. <u>SUPV. COMMENTS ON # 2 # 6</u> <u>*2- STEVE AT TIMES SPENDS LOTS OF TIME ON ONE RANCH.</u> <u>*6- I STILL HAVE TO REMIND STEVE TO NOT TALK TO LONG TO RANCHERS.</u>						
Comments: _____						

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: _____

Evaluator's Signature [Signature] Date 2/8/00 Employee's Signature Steve Azavedo Date 2/8/2000