

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Brian Heine Title M.C.T. I
 Department Zone 14 Employee Payroll # 335
 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 8/3/99 Scheduled appraisal date 8/13/99

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)	Comments
1. Quality - The extent to which an employee's work is accurate, thorough and neat.						<input checked="" type="checkbox"/>	Work Shows OF QUALITY Likes His Works To Be Done Right
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"/>	High Volume, Very Productive IN High Mosq Season Very Little Time OFF Due To SICKNESS
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input checked="" type="checkbox"/>						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						<input checked="" type="checkbox"/>	A Reliable Employee All work Completed on Time
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input checked="" type="checkbox"/>						SICK DAYS USED - 9.8 hrs. FAMILY SICK DAYS USED - 0
6. Independence - The extent to which an employee performs work with little or no supervision.						<input checked="" type="checkbox"/>	Able To WORK Independent FROM Supervision
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						<input checked="" type="checkbox"/>	OFTEN PROPOSES New Ideas when problem Sources arise in His Zone
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						<input checked="" type="checkbox"/>	VOLUNTEERS To WORK Extra Hours - Cold Fessing, Fairs Exhibits
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"/>	FOLLOWS All Rules, Regs, & 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.						<input checked="" type="checkbox"/>	COOPERATES WITH Public & Fellow STAFF - All Like Him.
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						<input checked="" type="checkbox"/>	HAS Made Proper Judge- MENT CALLS with Regards To His Zone
12. <u>SUPV'S. COMMENTS</u>							A very Fine Employee / Thankyou

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

Date

Employee's Signature

Date



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