

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Keith Neinhuis Title M.C.T. I
 Department Zone 8 Employee Payroll # 363
 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 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.						X
Comments:						WORK COMPLETED WITH QUALITY - SOME TREATMENT OUTSTANDING
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						X
Comments:						SIGNIFICANT VOLUME OF WORK, ALWAYS BUSY IN ZONE
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
Comments:						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						X
Comments:						FOUND TO BE A EMPLOYEE WHO CAN BE RELIED UPON
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	X					
Comments:						SICK DAYS USED - 10.0 HAS FAMILY SICK DAYS USED - 0
6. Independence - The extent to which an employee performs work with little or no supervision.						X
Comments:						HAS THE ABILITY TO WORK INDEPENDENTLY AND DOES
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						X
Comments:						CREATIVE IN COMPLETING JOB TASKS IN HIS ZONE, USES FISH
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						X
Comments:						VOLUNTEERS FOR EXTRA WORK
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						X
Comments:						FOLLOWS 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.						X
Comments:						WORKS WELL WITH SUPV. CO-WORKERS BEPARE WITH THE PUBLIC
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						X
Comments:						SKILLED IN MAKING PROPER JUDGEMENT CALLS
12. <u>SUPV'S COMMENTS</u>						
Comments:						THANKS FOR YOUR HELP

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 Duane B. [Signature] Date 1/24/00 Employee's Signature Keith A. Neinhuis Date 2/9/00



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