

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name LARRY FRASER Title M.C.T. II

Department ZONE 10 Employee Payroll # 293

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 8/13/99 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: <u>WORK IS OF QUALITY ACCURATE Thorough and Neat</u>						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						X
Comments: <u>Produces High Volume OF WORK ON TIME</u>						
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: <u>CAN BE COUNTED ON TO GET JOB DONE - Fills My Job Duties in my</u>						
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: <u>ABSENCE. SICK DAYS USED - 21.0 hrs. Family Sick Days used - 1.7 hrs.</u>						
6. Independence - The extent to which an employee performs work with little or no supervision.						X
Comments: <u>ABLE TO WORK WITH NO SUPERVISION</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						X
Comments: <u>PROPOSED NUMEROUS IDEAS CATCH BASIN, Trench Hole & Cemetery WORK</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						X
Comments: <u>VOLUNTEERS FOR EXTRA ZONE WORK</u>						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						X
Comments: <u>FOLLOWS RULES REGS & DISTRICT POLICIES</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.						X
Comments: <u>FAVORABLE COMMENTS FROM PUBLIC. WORKS WELL WITH CO WORKERS</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						X
Comments: <u>USES HIS SKILLS TO MAKE proper Judgement calls AS A Tech II</u>						
12. <u>SUPV'S COMMENTS -</u>						X
Comments: <u>Does an Excellent Job Thank you</u>						

Total Points 126 ÷ Number of Areas Rated 12 = Overall Rating 10.5

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 Quanel B... Date 1/26/00 Employee's Signature Larry Fraser Date 2/19/2000