

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name Mary Iverson Title M.C.T. I

Department Zone 15 Employee Payroll # 338

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 8/3/97 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. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.  |     |                    |                        |          |               | X               |
| 2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.   |     |                    |                        |          |               | X               |
| 3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.  | X   |                    |                        |          |               |                 |
| 4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.   |     |                    |                        |          |               | X               |
| 5. <b>Attendance</b> - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.  | X   |                    |                        |          |               |                 |
| 6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.   |     |                    |                        |          |               | X               |
| 7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.   |     |                    |                        |          |               | X               |
| 8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.  |     |                    |                        |          |               | X               |
| 9. <b>Adherence to Policy</b> - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.  |     |                    |                        |          |               | X               |
| 10. <b>Interpersonal Relationships</b> - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. |     |                    |                        |          |               | X               |
| 11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.   |     |                    |                        |          |               | X               |
| 12. <u>SUPV'S COMMENTS</u>  |     |                    |                        |          |               | X               |

Comments: Likes To Do A Job Right Rechecks

Comments: High Producer OF EFFICIENT WORK

Comments: I Know Jobs will be completed

Comments: SICK DAYS used - 0 hrs. FAMILY SICK DAYS used - 20.0 hrs.

Comments: LESS SUPERVISION GIVEN OR NEEDED THIS EVALUATION DUE TO EXPERIENCE

Comments: HAS IDEAS FOR RUNNING HER ZONE, WITH EXPERIENCE THIS WILL IMPROVE

Comments: VERY ACCERTIVE IN HER JOB DUTIES

Comments: Follows Rules, Regs & District policies

Comments: OUTGOING PERSONALITY WORKS WELL WITH ALL

Comments: PROPER JUDGEMENT CALLS MADE. ASKS QUESTIONS IF SHE HAS DOUBTS

Comments: CONGRATULATIONS ON PASSING STATE CERTIFICATION

Total Points 11 ÷ Number of Areas Rated 11 = 1 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: CONTINUE WORKING HARD, I APPRECIATE YOUR EFFORT.

Employee's Comments: COULD NOT ASK FOR A BETTER SUPERVISOR, DUANE IS A SUPERVISOR WHOM AS AN EMPLOYEE I RESPECT, THEREFORE I WANT TO PERFORM TO MY HIGHEST LEVEL FOR HIM AS WELL AS THE DISTRICT AT ALL TIMES.

Evaluator's Signature Duane B. [Signature] Date 1/19/00 Employee's Signature MARY IVERSON Date 2/19/00



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