

# Performance Appraisal

COPY

PLEASE PRINT

Employee Name FRASER LARRY Title MCT II

Department \_\_\_\_\_ Employee Payroll # \_\_\_\_\_

Reason for Review  Annual  Promotion  Unsatisfactory Performance  
 Merit  End of Probation Period  Other SEMI-ANNUAL

Date employee began present position 1/1 Date of last appraisal 7/28/97 Scheduled appraisal date 1/1

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check rating box to indicate the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance score.

## Definitions of Performance Ratings

**O - Outstanding** - Performance is exceptional in all areas and is recognizable as being far superior to others.

**I - Improvement Needed** - Performance is deficient in certain areas. Improvement is necessary.

**V - Very Good** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**U - Unsatisfactory** - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

**G - Good** - Competent and dependable level of performance. Meets performance standards of the job.

**N/A - Not Applicable** or too soon to rate.

| General Factors   | Rating  | Scale   | Points | Supportive Details or Comments     |
|---|---|---|--------|------------------------------------|
| 1. Quality - The extent to which an employee's work is accurate, thorough and neat.   | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 91     | Quality Work Produced              |
| 2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.                        | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 92     | High Volume of Work                |
| 3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.                                       | O <input type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/>            | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | /      | N/A                                |
| 4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.  | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 91     | Always Reliable                    |
| 5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. | O <input type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/>            | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 1      | Attendance Very Good               |
| 6. Independence - The extent to which an employee performs work with little or no supervision.  | O <input type="checkbox"/><br>V <input checked="" type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 91     | Little Supervision Given or Needed |

| General Factors   | Rating  | Scale   | Points | Supportive Details or Comments        |
|---|---|---|--------|---------------------------------------|
| 7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.  | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 90     | Proposes Lots of Good Ideas           |
| 8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.   | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 92     | A Team Leader                         |
| 9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.   | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 90     | Follows Rules & Regs AND All Policies |
| 10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 91     | Very Cooperative                      |
| 11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.  | O <input checked="" type="checkbox"/><br>V <input type="checkbox"/><br>G <input type="checkbox"/><br>I <input type="checkbox"/><br>U <input type="checkbox"/> | 100-90<br>89-80<br>79-70<br>69-60<br>Below 60 | 91     | Wise Judgement Used.                  |

Rate employee's overall performance in comparison to position duties and responsibilities.

- Outstanding 100 - 90
- Very Good 89 - 80
- Good 79 - 70
- Improvement Needed 69 - 60
- Unsatisfactory Below 60

Total Points 819 ÷ Number of Factors Rated 9 = 91 Overall Rating

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review CONTINUES TO BE AN OUTSTANDING ASSISTANT
- Specific areas of needed improvement None
- Recommendations for professional development (seminars, training, schooling, etc.) \_\_\_\_\_
- Absences: Number of incidents \_\_\_\_\_ Number of days 2.9 DAYS SICK LEAVE

Additional Employee Comments \_\_\_\_\_

Discussed with individual on 2/10/98

Employee's Signature Larry From

I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired  Yes  No

Follow-up Date 1/1

Evaluator's Signature [Signature]

Date 1-12-1998

