

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DUANE BRIDGEMAN Title TECH III

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

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

Period covered by review 8 12 1998 to 12 31 1998 Date of last appraisal 1 / 1 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		
Comments: <u>MOST WORK ACCURATE; SERVICE REQUESTS AND INSPECTION REPORTS COULD USE MORE DETAIL.</u>						
2. <b>Productivity</b> – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.				X		
Comments: <u>COMPLETES TASKS IN A TIMELY MANNER</u>						
3. <b>Job Knowledge</b> – The extent to which an employee possesses the practical/technical knowledge required on the job.	N/A					
Comments: _____						
4. <b>Reliability</b> – The extent to which an employee can be relied upon regarding task completion and follow-up.				X		
Comments: <u>GIVEN DIRECTIVES ARE FOLLOWED UP APPROPRIATELY.</u>						
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.	N/A					
Comments: _____						
6. <b>Independence</b> – The extent to which an employee performs work with little or no supervision.				X		
Comments: <u>INDEPENDENCE IN THIS POSITION IS ESSENTIAL. IT MUST BE USED IN COMPLIANCE W/ DISTRICT'S RULES &amp; REGULATIONS</u>						
7. <b>Creativity</b> – The extent to which an employee proposes ideas, finds new and better ways of doing things.				X		
Comments: <u>DUANE OFFERS SUGGESTIONS FOR COMPLETING JOB DUTIES WITHIN HIS REGION.</u>						
8. <b>Initiative</b> – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.				X		
Comments: <u>DEMONSTRATES APPROPRIATE INITIATIVE TOWARD FIELD OPERATIONS.</u>						
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		
Comments: <u>RECEIVED WRITTEN REPRIMAND FOR ACTIONS IN APPROPRIATE DURING DISTRICT TIME.</u>						
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		
Comments: <u>COMMUNICATIONS W/ SUBORDINATES APPEAR ADEQUATE, HOWEVER, IMPROVEMENT NEEDED IN ACTIVE COMMUNICATION W/ MGMT.</u>						
11. <b>Judgment</b> – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.				X		
Comments: <u>DUANE MUST DEVELOP A THOUGHT WORTHY APPROACH TO SEPARATE HIS ROLE AS AN EMPLOYEE REPRESENTATIVE</u>						
12. _____						
Comments: <u>WHEN REPRESENTING THE DISTRICT AS A REGIONAL SUPERVISOR, THIS IS A MUST AT WORK TIME!</u>						

Total Points 23 ÷ Number of Areas Rated 9 = 2.6 Overall Rating

- UNSATISFACTORY (1.0-1.4)
- IMPROVEMENT NEEDED (1.5-2.4)
- GOOD (2.5-3.4)
- VERY GOOD (3.5-4.4)
- OUTSTANDING (4.5-5.0)

Manager's Comments: \_\_\_\_\_

Employee's Comments: REFER TO REBUTAL SHEET

Evaluators Signature: Eddie J... Date: 1/20/99 Employee's Signature: [Signature] Date: 2/1/99