

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DUANE BRIDGE WATER Title MCT III

Department _____ Employee Payroll # _____

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

Period covered by review 1/1/99 to 8/1/99 Date of last appraisal 7/18/99 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: ACCURACY HAS IMPROVED SINCE LAST APPRAISAL. MUST CONTINUE WITH CONSISTANCE.						
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.				X		
Comments: WORK COMPLETED IN A TIMELY MANNER.						
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	N/A					
Comments: I						
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.				X		
Comments: DIRECTIVES ARE FOLLOWED ACCORDINGLY.						
5. Attendance – 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. Independence – The extent to which an employee performs work with little or no supervision.				X		
Comments: HAS DEMONSTRATED A MORE RESPONSIBLE ROLE AS SUPERVISOR SINCE LAST EVALUATION.						
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.				X		
Comments: SUGGESTS METHODS TO USE IN COMPLETING GIVEN DIRECTIVES.						
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.				X		
Comments: CONDUCTED APPROPRIATE INITIATIVE IN MOST SITUATIONS.						
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.				X		
Comments: HAS IMPROVED IN THIS CATEGORY SINCE THE LAST APPRAISAL.						
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: SHOWED MORE INITIATIVE IN COMMUNICATING WITH MANAGEMENT TOWARD DISTRICT OPERATIONS.						
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.				X		
Comments: IMPROVEMENT NOTED IN THIS AREA.						

12. **OTHER: NEATNESS IN CLOTHING** WORN WHEN CONDUCTING DISTRICT BUSINESS. SINCE SUPERVISORS ARE NOT REQUIRED TO CHANGE INTO UNIFORMS WITH BALANCE OF EMPLOYEES. SOME BUSINESS IS CONDUCTED WHILE IN PERSONAL CLOTHING. IT IS INCUMBENT UPON THE ROLE AS SUPERVISOR TO PRESENT THEMSELVES IN A NEAT PROFESSIONAL MANNER.

Total Points 27 ÷ Number of Areas Rated 9 = 3 Overall Rating

Manager's Comments: _____

Employee's Comments: Item 12 Above Happened when I was in process of changing into uniform, & I was Interrupted To come To Front Office. This Happened on 8/10/99 NOT DURING

Eddie Judler _____ Date 1/1 Employee's Signature _____ Date 3/19/00