

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DUANE BRIDGE WATER Title TECHNICIAN III

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other _____

Period covered by review 1/1/00 to 12/31/00 Date of last appraisal 3/9/00 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: CONTINUES TO IMPROVE BY INCLUDING APPROPRIATE DETAILS FOR OPERATIONAL ACTIVITIES.						
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.				X		
Comments: PRODUCTIVITY STEPPED UP, PRIMARILY IN LAST 5 MONTHS OF THE CALENDAR YEAR.						
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.						
Comments: —						
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.				X		
Comments: HAS STRIVED TO EXHIBIT CONSISTENT FOLLOW-UP OF FIELD OPERATIONS, ESPECIALLY SECOND HALF OF YEAR.						
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.						
Comments: —						
6. Independence – The extent to which an employee performs work with little or no supervision.				X		
Comments: A MUST AS A REGION SUPERVISOR.						
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.				X		
Comments: MAKES SUGGESTIONS & SHARES IDEAS WITH SUBORDINATES & MANAGEMENT.						
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.				X		
Comments: SEEKS OUT NEW WORK ON AN AS NEEDED BASIS.						
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.				X		
Comments: MUST FOLLOW SUPERVISORY UNIT DRESS CODE CONSISTENTLY. SEE #12.						
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: HAS PRACTICED ACTIVE COMMUNICATIONS WITH MANAGEMENT DURING THIS EVALUATION PERIOD.						
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.				X		
Comments: CONTINUES TO IMPROVE IN THIS AREA.						
12. IMPROVEMENT NOTED DURING SECOND HALF OF EVALUATION PERIOD.						
Comments: —						

Total Points 27 ÷ Number of Areas Rated 9 = 30 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: BY RESULT OF SUPV RETURNING TO UNIFORMS IT IS MY BELIEF THAT DRESS CODE NOT IN FORCE BECAUSE DRESS CODE WAS IN FORCE OF UNIFORMS.

Evaluator's Signature Eddie Johnston Date 4/13/01 Employee's Signature [Signature] Date 4/13/01