

2/26/97

Performance Appraisal

PLEASE PRINT

Employee Name DUANE BRIDGE WATER Title MCT III

Department _____ Employee Payroll # _____

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

Date employee began present position ___/___/___ Date of last appraisal 7/24/96 Scheduled appraisal date ___/___/___

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.
- V - Very Good** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- G - Good** - Competent and dependable level of performance. Meets performance standards of the job.

- I - Improvement Needed** - Performance is deficient in certain areas. Improvement is necessary.
- U - Unsatisfactory** - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.
- 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 type="checkbox"/> V <input type="checkbox"/> G <input checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">74</div>	<u>MUST CONTINUE TO IMPROVE IN THIS AREA</u>
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">75</div>	<u>CONTINUED SURVEILLANCE & OVERSIGHT OF CREW MUST BE MAINTAINED.</u>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">N/A</div>	<u>N/A</u>
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">73</div>	<u>MUST IMPROVE IN ORDER TO REMAIN AS A KEY ELEMENT BETWEEN MNGMT. & FIELD TECHS.</u>
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"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">77</div>	<u>GOOD ATTENDANCE. IMPROVEMENT NOTED IN ASSISTING FELLOW SUPERVISOR TO CLOSE-UP AT END OF WORK DAY.</u>
6. Independence - The extent to which an employee performs work with little or no supervision.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; display: inline-block;">75</div>	<u>HAS ABILITY TO HANDLE REGION EFFECTIVELY. HOWEVER, SOME SUPERVISION REQUIRED IN CERTAIN SPECIFIC AREAS.</u>

General Factors

Rating Scale

Supportive Details or Comments

7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.

O [] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points 75

PROPOSES IDEAS, SUGGESTS IDEAS FOR SOME OPERATIONAL ACTIVITIES.

8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.

O [] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points 73

MUST DEMONSTRATE A MORE PRO-ACTIVE APPROACH TOWARD HIS JOB DUTY.

9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.

O [] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points 75

APPEARS TO FOLLOW DISTRICT RULES & REGULATIONS APPROPRIATELY.

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 [] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points 70

IMPROVEMENT REQUIRED, MUST KEEP LINE OF COMMUNICATION OPEN WITH MNGMT. & OFFICE

11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.

O [] 100-90
V [] 89-80
G [] 79-70
I [] 69-60
U [] Below 60

Points 72

MUST STRIVE FOR CONSISTENCY IN THIS AREA.

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 739 ÷ Number of Factors Rated 10 = 74 Overall Rating

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review 'CLOSING PROCEDURES' - SCANNER DOWNLOADING PROCESS & LOCK UP PROCEDURES.

2. Specific areas of needed improvement COMMUNICATION W/MNGMT. & OFFICE OF DAILY PLANS & ACTIVITIES.

THOUGHTWORTHY APPROACH IN COMPLETING SUBORDINATE EVALUATIONS & ATTENTIVENESS TO NEATNESS. ACTIVE FOLLOW UP & DIRECTION W/ SUBORDINATES FOR JOB DUTIES AND STATUS OF FIELD CONDITIONS.

3. Recommendations for professional development (seminars, training, schooling, etc.)

4. Absences: Number of incidents 40.2 HRS. SICK LEAVE Number of days

Additional Employee Comments

Discussed with individual on 2/26/97

Employee's Signature [Signature]

*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 2/26/97

