

# Performance Appraisal

PLEASE PRINT

Employee Name DUANE BRIDGEWATER 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 N/A Date of last appraisal 1/30/96 Scheduled appraisal date 7/31/96

**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. <b>Quality</b> - 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>73</div>	<u>DUANE HAS MADE</u> <u>SOME IMPROVEMENTS</u> <u>IN THIS AREA.</u>
2. <b>Productivity</b> - 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 checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div>75</div>	<u>DUANE HAS IMPROVED IN</u> <u>SPECIFIC ASPECTS, HOWEVER, MORE</u> <u>ATTENTION TO THE DELTA AREA</u> <u>SHOULD BE MADE</u>
3. <b>Job Knowledge</b> - 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>N/A</div>	<u>N/A</u>
4. <b>Reliability</b> - 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 checked="" type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <div>79</div>	<u>HAS DEMONSTRATED A MORE</u> <u>RELIABLE EFFORT IN THE 2<sup>ND</sup> HALF</u> <u>OF THIS SIX MONTH EVALUATION</u> <u>PERIOD.</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.	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>75</div>	<u>NORMAL ATTENDANCE, WOULD</u> <u>APPRECIATE CONSISTENCY IN</u> <u>ASSISTING FELLOW SUPERVISOR</u> <u>IN CLOSING UP AT END OF WORK DAY.</u>
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.	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>75</div>	<u>CAN HANDLE REGION IN AN</u> <u>EFFECTIVE MANNER.</u>

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 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	74	PROPOSES IDEAS AND PLANS FOR THE WORK PLACE.
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	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	77	NORMAL INITIATIVE, IMPROVEMENT NOTED IN FOLLOW UP OF ASSIGNMENTS.
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	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	73	FOLLOWS POLICIES 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 <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	74	IMPROVEMENT NOTED W/ SUBORDINATES IMPROVEMENT NEEDED WHEN COMMUNICATING W/ OFFICE BY RADIO.
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	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	73	DUANE HAS STRIVED TO IMPROVE HIS CONSISTENCY IN THIS AREA.

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

Total Points **748** ÷ Number of Factors Rated **10** = **75** Overall Rating

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

Complete all of the following sections.

- Accomplishments or new abilities demonstrated since last review DUANE HAS EFFECTIVELY IMPROVED IN SEVERAL AREAS, MOST NOTABLY PRODUCTIVITY & COMMUNICATION W/ SUBORDINATES.
- Specific areas of needed improvement CONSISTENCY IN ASSISTING NON SUPERVISOR TO CLOSE IN AFTERNOON & COMMUNICATING SKILLS WHEN HANDLING SERVICE REQUESTS OVER RADIO.
- Recommendations for professional development (seminars, training, schooling, etc.) CONTINUATION IN UPCOMING SUPERVISOR SKILLS COURSES OR SEMINARS.
- Absences: Number of incidents 25.7 HRS TOTAL SICK LEAVE USED Number of days 3.2

Additional Employee Comments

Discussed with individual on 8/2/96

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 Ed Juchan

Date 7/24/96