

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name LARRY FRASER Title MCT II
 Department STAN. Region Employee Payroll # #293
 Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other SEMI-ANNUAL
 Period covered by review 1/1/99 to 6/30/99 Date of last appraisal 2/2/99 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.						<input checked="" type="checkbox"/>
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						<input checked="" type="checkbox"/>
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input checked="" type="checkbox"/>					
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						<input checked="" type="checkbox"/>
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input checked="" type="checkbox"/>					
6. Independence - The extent to which an employee performs work with little or no supervision.						<input checked="" type="checkbox"/>
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						<input checked="" type="checkbox"/>
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						<input checked="" type="checkbox"/>
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						<input checked="" type="checkbox"/>
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.						<input checked="" type="checkbox"/>
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						<input checked="" type="checkbox"/>
12. Supv Comments:						<input checked="" type="checkbox"/>

Comments: WORK SHOWS OF QUALITY

Comments: HIGH VOLUME OF WORK

Comments: N/A

Comments: NEVER A DOUBT ABOUT JOB COMPLETION

Comments: SICK LEAVE 19.0 HRS.
FAMILY SICK LEAVE 0.0 HRS

Comments: ABLE TO WORK INDEPENDENTLY

Comments: PROPOSES IDEAS FOR ZONE WORKS

Comments: ASSUMES ADDITIONAL DUTIES AS NEEDED

Comments: FOLLOWS RULES REGS & DISTRICT POLICIES

Comments: NITHER PUBLIC OR CO-WORKER PROBLEMS

Comments: ABLE TO MAKE GOOD CALLS WHEN NEEDED

Comments: A VITAL HELP TO ME - THANK YOU

Total Points ÷ Number of Areas Rated = Overall Rating

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

Manager's Comments: _____

Employee's Comments: _____

Evaluator's Signature Deane Bight Date 7/30/99 Employee's Signature Larry Fraser Date 8/3/99

