

# Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/87

Employee Name B. Heine Title 1

Department Zone 8 Employee Payroll # \_\_\_\_\_

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

Period covered by review 1/1 to 1/1 Date of last appraisal 1/1 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. <b>Quality</b> - The extent to which an employee's work is accurate, thorough and neat.						X
Comments:						<u>Zone work / records show quality</u>
2. <b>Productivity</b> - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						X
Comments:						<u>Completed zone work in timely fashion</u>
3. <b>Job Knowledge</b> - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
Comments:						<u>[Signature]</u>
4. <b>Reliability</b> - The extent to which an employee can be relied upon regarding task completion and follow-up.						X
Comments:						<u>A reliable worker I can count on work being completed</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.	X					
Comments:						<u>Sick family sick</u>
6. <b>Independence</b> - The extent to which an employee performs work with little or no supervision.						X
Comments:						<u>A little supervision given in learning new zone</u>
7. <b>Creativity</b> - The extent to which an employee proposes ideas, finds new and better ways of doing things.						X
Comments:						<u>Ideas given for new zone &amp; how he can best serve it</u>
8. <b>Initiative</b> - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						X
Comments:						<u>Ask for a new zone, so he could learn &amp; increase his knowledge</u>
9. <b>Adherence to Policy</b> - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						X
Comments:						<u>Follows all rules &amp; regs</u>
10. <b>Interpersonal Relationships</b> - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.						X
Comments:						<u>WORKS WITH ALL HE COMES IN CONTACT WITH WITHOUT PROBLEMS</u>
11. <b>Judgment</b> - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						X
Comments:						<u>ALL JUDGEMENT CALLS MADE PROPERLY</u>
12. _____						
Comments:						

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)

Sup's  
 Manager's Comments: Again used. I case. Sick leave for my region. Good job - Plus you were a asset to me & our region during that period of time of fellow coworkers disabilities.

Evaluator's Signature \_\_\_\_\_ Date 1/1 Employee's Signature \_\_\_\_\_ Date 1/1

