

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name IVERSON MARY Title MCT. I
 Department ZONE 14 STAN REGION Employee Payroll # 338
 Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other SEMI-ANNUAL
 Period covered by review 1/1/00 to 6/30/00 Date of last appraisal 1/19/00 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.						
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	X					
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.						
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	X					
6. Independence - The extent to which an employee performs work with little or no supervision.						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.						
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.						
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.						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.						
12. _____						

Comments: WORK IS ACCURATE THOROUGH & NEAT
HAS BEEN NOMINATED BY ME FOR EMPLOYEE OF QUARTER, LAST THREE (3) TIMES
I CAN COUNT ON MARY GETTING WORK DONE & ON TIME
SICK LEAVE USED = 43.5 hr. FAMILY SICK LEAVE USED = 0
A LITTLE MORE SUPERVISION THIS PERIOD DUE TO NEW ZONE CHANGE
PROPOSES IDEAS FOR HER NEW ZONE SUCH AS FISH PELLETS - CONTACT.
ASKED FOR NEW ZONE - LIKES NEW CHALLENGES
OBSERVES ALL RULES REGS & POLICIES OF THE DISTRICT.
ALL CO-WORKERS LIKE WORKING WITH HER
IF UNSURE OF AN OUTCOME SHE ASKS BEFORE GOING AHEAD

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)

Supervisor's Comments: I APPRECIATE YOUR HELP DURING THE TIME OF COWORKERS INJURIES AND FILLING THE GAP BY YOUR EFFORTS.
 Employee's Comments: I AM ENJOYING THE NEW CHALLENGES IN MY NEW ZONE, AND FEEL VERY FORTUNATE TO HAVE A SUPPORTIVE SUPERVISOR AND CREW.

Evaluator's Signature Duane B. [Signature] Date 8/18/00 Employee's Signature Mary Iverson Date 8/22/00