

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

1st year
copy

Employee Name Azevedo Steve Title MCT I

Department STKW Region, Zone 11 Employee Payroll # 309

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 2/18/00 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. <u>INITIATIVE - From 8 above</u>						

Comments: MINOR PROBLEMS WITH REPORTS/RECAL CHECK & RECHECK

Comments: HIGH VOLUME OF WORK PRODUCED WHEN GIVEN DIRECTION

Comments: [Signature]

Comments: IF GIVEN SPECIFIC TASK IT'S COMPLETED, IN ADDITION TO NORMAL OPERATIONS

Comments: SICK LEAVE USED = 67.5 hr. FAMILY SICK LEAVE = 8.0 hr.

Comments: TRANSFERRED INTO MY SUPERVISORIAL AREA, HAVE GIVEN EXTRA GUIDANCE TOWARDS MY EXPECTATION

Comments: GIVES IDEAS & SUGGESTIONS

Comments: IS A VERY ACTIVE WORKER, BUT OCCASIONALLY COMPLAINS ABOUT A NEW TASK See Below #12

Comments: OCCASIONALLY HAS TO BE REMINDED OF RULES & REGS

Comments: IN THE BEGINNING WE HAD PROBLEMS WORKING TOGETHER COOPERATIVELY, I'VE SEEN GREAT IMPROVEMENT

Comments: DEMONSTRATES PROPER USE OF DECISION SKILLS, IF GIVEN GUIDELINES

Comments: THIS REGION IS VERY DIVERSE IN ITS NEEDS. I WOULD LIKE YOU TO BE MORE POSITIVE TOWARDS THESE NEEDS

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)

Supv Manager's Comments: CONTINUING THOUGHT FROM #8 & NOW #10 AT TIMES YOU CAN BE SOMEWHAT RESTRAINED AMONGST CO-WORKERS I KNOW YOU HAVE THE ABILITY TO COOPERATE WITH THEM AS YOU HAVE WITH ME

Evaluator's Signature [Signature] Date 8/12/00 Employee's Signature [Signature] Date 8/12/00