

Performance Appraisal

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DUANE BRIDGE WATER Title TECH III

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other SEMI-ANNUAL

Period covered by review 3/25/98 to 8/1/98 Date of last appraisal 3/25/98 Scheduled appraisal date 9/12/98

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"/>		
Comments: <u>DUANE HAS MAINTAINED A CONSISTANT ATTEMPT IN THIS AREA.</u>						
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"/>		
Comments: <u>STRIVES TO COMPLETE GIVEN & EXPECTED TASKS IN A TIMELY MANNER.</u>						
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	<input checked="" type="checkbox"/>					
Comments: _____						
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.				<input checked="" type="checkbox"/>		
Comments: <u>USUALLY CONSISTANT. SOME OPERATIONAL TASKS REQUIRE FOLLOW UP. SEE # 12</u>						
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"/>					
Comments: _____						
6. Independence - The extent to which an employee performs work with little or no supervision.				<input checked="" type="checkbox"/>		
Comments: <u>APPEARS TO UNDERSTAND HIS ROLE AS A SUPERVISOR IN THIS AREA.</u>						
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.				<input checked="" type="checkbox"/>		
Comments: <u>DUANE EXPRESSES TECHNIQUES TO USE TO ACCOMPLISH CERTAIN TASKS.</u>						
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.				<input checked="" type="checkbox"/>		
Comments: <u>HAS EXPRESSED A MORE PROACTIVE APPROACH TOWARD FIELD OPERATIONS.</u>						
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"/>		
Comments: <u>FOLLOWS RULES & REGULATIONS APPROPRIATELY.</u>						
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"/>		
Comments: <u>MUST RELAY/NOTIFY FRONT OFFICE OF HIS STATUS WHEN LEAVING FROM THE WORKPLACE FOR APPTS. VAC. ETC. ON A CONSIDERABLE BASIS.</u>						
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.				<input checked="" type="checkbox"/>		
Comments: <u>MAKES APPROPRIATE DECISIONS ON A USUAL BASIS.</u>						
12. <u>AT TIMES, SPECIFIC JOB/TASK COMPLETION BECOMES BOGGED DOWN.</u>				<input checked="" type="checkbox"/>		
Comments: <u>DUANE HAS CONTROL OVER THIS BY UTILIZING OVERTIME OR REQUESTING ADDITIONAL MANPOWER WHEN NEEDED.</u>						

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: _____

Eddie [Signature] Date 8/1/98 Employee's Signature [Signature] Date 9/12/98