

NON-EXEMPT EMPLOYEE PERFORMANCE APPRAISAL Page 1 of 3

NAME: Robert Green FILE #: _____ SHIFT: 1
HIRE DATE: 2/15/10 REVIEW DATE: 3/1/11 DEPARTMENT: Production
JOB TITLE: Machine Operator EVALUATOR'S NAME: Bob Bridge

INSTRUCTIONS: Please evaluate the employee for the period of time spent working under your direction. Read the standard, comment with evidence and/or examples then decide on rating category for each area and mark accordingly.

SAFETY SCORE = 4

Employee follows company safety policies, wears personal protective equipment and practices safe work habits. Reports potential safety hazards and follows established procedures in the event of an accident.

- 10 Outstanding - Shows concern for entire operation. Trains and ensures others practice proper procedures. No accidents, verbal or written warnings.
- 8 Commendable - Follows procedures at all times; no verbal or written warnings.
- 6 Acceptable - Meets the standard. No verbal or written warnings.
- 4 Marginal - Has had an incident within the past year. Follows procedures only during slow periods.
- 2 Unsatisfactory - Has had a medical accident within the past year, shows disregard for a safe work environment.

Comments: Failed to operate machine in a safe manner at all times.

QUALITY SCORE = 8

Employee demonstrates satisfactory standard of workmanship, accuracy, and neatness for the volume of output which is scheduled.

- 10 Outstanding - Consistently performs more than the required quality checks. Work is very accurate and of outstanding quality, documentation is up to date and accurate. No verbal or written warnings.
- 8 Commendable - Performs required quality checks. Work is accurate (i.e.; familiar with product specs). No verbal or written warnings.
- 6 Acceptable - Performs required number of quality checks and work meets requirements. No verbal or written warnings.
- 4 Marginal - Does not perform quality checks consistently. Quality of work and accuracy needs improvement.
- 2 Unsatisfactory - Quality checks are not adequately performed. Work needs to be checked frequently by a Lead and/or remade. Reporting accurate.

Comments:

HOUSEKEEPING SCORE = 6

Employee practices good housekeeping standards. Keeps work areas clean, neat, and in order.

- 10 Outstanding - Trains and ensures others follow proper cleaning practices. Sets a positive example. No verbal or written warnings.
- 8 Commendable - Helps others when their area is cleaned for example; self motivated. No verbal or written warnings.
- 6 Acceptable - Meets the standard. No verbal or written warnings.
- 4 Marginal - Performance is inconsistent; does not set a positive example.
- 2 Unsatisfactory - Does not follow housekeeping standards. Waits for management/lead to request.

Comments: Needs to assist co-workers.

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PRODUCTIVITY SCORE = 8

Employee maintains pre-determined quantity and quality standards. Demonstrates a sense of urgency by completing tasks within reasonable time periods. Accepts suggestions, requests, and direction from management without complaint.

- 10 Outstanding - Acts independently to complete tasks. Consistently exceeds requirements. Seeks to improve procedures to increase the efficiency / productivity of their area. Scrap rate is consistently better than the standard. No verbal or written warnings.
- 8 Commendable - Volume of work output is above average. Scrap rate is better than standard. No verbal or written warnings.
- 6 Acceptable - Meets the standard. No verbal or written warnings.
- 4 Marginal - Needs to be reminded by management about the quantity of output and accuracy of orders. Scrap rate does not meet standard.
- 2 Unsatisfactory - Needs constant supervision. Does not act on suggestions, requests or direction from management.

Comments: _____

JOB KNOWLEDGE / SKILLS SCORE = 6

Employee uses Company's procedures to complete tasks. Knowledge, skills and abilities meet the job requirements as outlined in the employee's job description.

- 10 Outstanding - Has a thorough grasp of all essential job functions. Follows policies and procedures and encourages others to do so. No verbal or written warnings.
- 8 Commendable - Has a good working knowledge of materials, methods, and processes. Completes all duties without supervision. No verbal or written warnings.
- 6 Acceptable - Meets the standard. No verbal or written warnings.
- 4 Marginal - Has limited knowledge. Requires supervision to complete routine tasks; performance is inconsistent.
- 2 Unsatisfactory - Job knowledge and skills are inadequate. Needs constant supervision.

Comments: Needs more training.

INITIATIVE SCORE = 6

Employee uses independent judgment; organizes and plans own work. Helps other employees and management when job responsibilities are completed and/or business is slow. Asks for additional responsibilities and cross training.

- 10 Outstanding - Self-starter. Very alert and constructive. Goes out of way to accept responsibility. Is cross-trained and can train others.
- 8 Commendable - Frequently seeks new tasks. Makes suggestions for improvement. Works well when given responsibility. Seeks opportunities for cross training.
- 6 Acceptable - Will accept responsibility when necessary, but does not go out of the way. Routine Worker.
- 4 Marginal - Needs some encouragement to perform tasks. Dislikes responsibilities. Does just enough to get by.
- 2 Unsatisfactory - Rarely volunteers to undertake work. Requires constant direction to do work.

Comments: _____

COOPERATION / TEAMWORK = 6

Employee regularly contributes to the efficient operation of the department. Employee maintains a positive working relationship with co-workers and management. Accepts constructive criticism, new ideas and direction.

- 10 Outstanding - Initiates teamwork and creates an enjoyable atmosphere at work. Eagerly adapts to new situations and independently takes initiative to help in all areas. Co-workers seek direction from associate. No verbal or written warnings.
- 8 Commendable - Creates a positive working environment; volunteers to help and work with others. No verbal or written warnings.
- 6 Acceptable - Meets the standard. No verbal or written warnings.
- 4 Marginal - Does not work well with others; occasional friction with co-workers / management
- 2 Unsatisfactory - Creates problems with other employees or management. Does not cooperate.

Comments: _____

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ATTENDANCE SCORE =

10

Employee reports to work on time and ready to work as scheduled. Follows established procedures if delayed or unable to report to work. Rating based on number of occurrences accumulated during the review

- 10 Outstanding - 0 Attendance Occurrences
- 8 Commendable - 1 Attendance Occurrences
- 6 Acceptable - 2 to 3 Attendance Occurrences
- 4 Marginal - 4 to 5 Attendance Occurrences
- 2 Unsatisfactory - 6+ Attendance Occurrences

Occurrences Total:

Comments: *Has had perfect attendance.*

What do you consider the employee's major strengths to be?

Performance Goals to be completed over the next 12 months	Expected Results (Metrics, Target dates)

Training Development Needs to be completed over the next 12 months	Expected Results (Observable Behaviors, Measures of Progress)

Total Rating Pts:

0

Overall Performance Rating

#N/A

Employee Signature

Date

Employee Comments:

APPROVALS:

Manager

Date

Human Resources

Date