



PERFORMANCE APPRAISAL / NON-MANAGEMENT

7@ = 9 B5A9 _____ 85 H9 _____

9AD@CM9A9 _____ GG _____

85 H9 € F 9 _____ @5 G H 9 J = 985 H9 _____

89 D 5 F HA 9 B H _____ DC G = H = CB _____

APPRAISAL ACTION □ '5 b b i U` ` □ 'Df c a c h] c □ 'Ch \ Yf` `

Definition of Ratings:

)` 1` 91 WY` ` Ybh` 7cbg] ghYbh` m` Yl WYXg` h\Y` fYei] fYaYbhg` cZ` h`
 (1` ; ccX` 7cbg] ghYbh` maYYhg h\YfYei] fYaYbhg cZ h\Y` Y` YaYbh" @] h`
 ` 15j Yf` CZhYb` aYYhg` h\Y` fYei] fYaYbhg` cZ` h\Y` Y` YaYbh" ` Bcfa`
 & 1` AUf [] bU` CZhYb` ZU] `g` hc` aYh` h\Y` fYei] fYaYbhg` cZ` h\Y` Y` Ya`
 %` 1` I bgUh] gZUWhcf m` BYj Yf` aYYhg` h\Y` fYei] fYaYbhg` cZ` h\Y` Y` Ya`
 B#5 Bch 5dd`] WUV` Y` 7UhY [cf mXc Yg bch Udd` m`

| Performance Element | Rating | Reviewer Comments |
|--|--------|-------------------|
| Job Knowledge: ? b c k` YX [Y` c Z` df c Xi Wh g ž` d c`] W] Yg` Ub X` df c WYXi f Yg` ` | | |
| Skills Proficiency: 8 Y a c b g h f U h Y X` _ b c k` Y X [Y U b X` U V] `] h m` i g Y` h c c` g` #` | | |
| Productivity: ; c U` g U f Y U W \] Y j Y X k] h \] b` Y g h U V `] g \ Y X` h] a Y`] b Y g` ` | | |
| Quality of Work: 5 W W i f U h Y ž` b Y U h ž` U b X` h \ c f c i [\ " ` F Y [i ` U f ` m` Y l W Y X g` Y l d Y W h U h] c b g` ` | | |
| Organization: B Y U h U b X` W c b g W] Y b h] c i g` ` 5 V] `] h m` h c` a U] b h U] b` g h U b X U f X g` ` | | |
| Preparation: 8 Y j Y` c d g d` U b U b X` i h] `] n Y g` h] a Y` k] g Y` m` ` 5 b h] W] d U h Y g` W \ U b [Y g` ` | | |
| Dependability: F Y `] U V ` Y U b X` d Y f g] g h Y b h " ` 5 W \] Y j Y g` [c U` g` c b` h] a Y` ` | | |
| Attendance: 7 c b Z c f a g` h c` X U] ` m` k c f _ ` f Y e i] f Y a Y b h g` ` | | |
| Team Work: K] ` `] b [b Y g g h c k c f _` \ U f a c b] c i g` m` k] h \ ` c h \ Y f g` ` G \ U f Y g`] b Z c f a U h] c b k] ` `] b [` m` ` | | |
| Customer Service: D f c a c h Y g` g h f c b [` g Y b g Y` c Z` g Y f j] W Y " ` F Y g c` j Y g` W c b Z `] W h g` ` | | |
| Safety: 5 X \ Y f Y g` U b X` d f c a c h Y g` W c a d U b m` g U Z Y h m` g h U b X U f X g` ` | | |
| Key Responsibility | | |
| Key Responsibility | | |

On a separate paper, add additional Key Responsibilities as needed.

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OVERALL RATING

- 5** Exceptional performance that far exceeds the established requirements.
- 4** Above average performance frequently exceeding the established requirements.
- 3** Competent and satisfactorily meeting requirements.
- 2** Does not adequately accomplish the established requirements.
- 1** Requires immediate improvement.

DEVELOPMENTAL ACTION PLAN

REVIEWER COMMENTS

EMPLOYEE COMMENTS

ACKNOWLEDGEMENT

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement with this evaluation. I have made my disagreement, if any, known by written notice. I further understand that failure to improved required elements may result in immediate termination of my employment.

EMPLOYEE SIGNATURE _____ **DATE** _____

PRINT NAME _____

REVIEWER SIGNATURE _____ **DATE** _____

APPROVED BY _____ **DATE** _____