



Hourly Performance Appraisal

Employee Name: Candice Larson	Hire Date: 8/14/2017
Job Title: Project Specialist	Evaluation Period: 3 Month
Supervisor: Nick Rausch	Review Date: 11/16/2017

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

O – Outstanding. Employee consistently exceeds position expectations with virtually no detected preventable/controllable errors, requiring little or no supervision.

E – Exceeds Expectations. Results clearly exceed position requirements on a regular basis.

M – Meets Expectations. Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

I – Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

GENERAL FACTORS

1. **Quality-** The extent to which an employee's work is completed thoroughly and correctly following established process and procedures.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Click here to enter text.

2. **Productivity/Independence/Reliability-** The extent to which an employee produces a significant volume of work efficiently in a specified period of time. Ability to work independently with little or no direction/follow-up to complete tasks/job assignments.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Candice is able to work independently with little supervision. She completes all of her tasks and job assignments with no issues.

3. Job Knowledge- The extent to which an employee possesses and demonstrates an understanding of the work instructions, processes, equipment and materials required to perform the job. Employee possesses the practical and technical knowledge required of the job.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Candice demonstrates an understanding of the processes and equipment. When recording downtime she is always asking questions to find out what is going on.

4. Interpersonal Relationships/Cooperation/Commitment- The extent to which employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors and subordinates. Employee accepts and responds to change in a positive manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Candice is very cooperative. She works and communicates well with others. She is polite and friendly to everyone. She readily accepts new job assignments and additional duties. She is always willing to help out when she is not recording downtime or the line is running smoothly.

5. Attendance- The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. Employee's willingness to work overtime as required.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

No. of Unexcused Absences: 5

Specific Examples/Comments- Candice needs to work on her attendance. Excessive absenteeism can affect raises and bonuses in the future.

6. Initiative/Creativity- The extent to which an employee seeks out new assignments, proposes improved work methods, suggests ideas to eliminate waste, finds new and better ways of doing things.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Candice has been given additional assignments from the QA manager and she said that Candice is doing an excellent job and has no complaints.

7. Adherence to Policy- The extent to which an employee follows company policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations, wears required PPE.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Specific Examples/Comments- Candice follows all company policies and rules. She follows all safety rules and wears required PPE.

Overall Performance- Rate employee's overall performance in comparison to position duties and responsibilities.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement

Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: Click here to enter text.
2. Specific areas of needed improvement: Candice needs to work on her attendance as she has 5 days missed in 3 months.
3. Recommendations for additional training: Click here to enter text.

Employee's Comments: _____

Discussed/reviewed with employee on: 11/17/2017 Follow up requested/desired:
YES or NO

Manager/Supervisor Signature: Nina Ponzoni Date: 12/22/17

Employee Signature: [Signature] Date: 12-22-17

Would this employee be eligible for a wage increase? Yes: _____ No: _____

If Yes: Current Salary \$ 11.00 Raise Amount \$ NA 40

Effective Date: [Click here to enter a date.](#) _____