



Hourly Performance Appraisal

Employee Name: Charles Foster	Hire Date: 8-4-17
Job Title: Sanitation	Evaluation Period: 3 months
Supervisor: Jim Holt	Review Date:

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- Cleaning and pre-op inspection meet expectations. Work for exceeding expectations for next review

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- Some improvement is needed in Charles' cleaning time frame. 30 minute improvement for next review

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- Job knowledge is good for the length of time Charles has worked on Sanitation.

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-

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: 4 since hire date

Specific Examples/Comments-

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-

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-

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: *None*

2. Specific areas of needed improvement: *Concentrate on Quality of cleaning and pre-op inspection. Work towards finishing 30 minutes earlier with cleaning.*

3. Recommendations for additional training: *Supervisor will monitor cleaning and pre-op inspection*

Employee's Comments: _____

Discussed/reviewed with employee on: 11/14/17 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: *Tim Holt* Date: 11/14/17

Employee Signature: *Charles Foster* Date: 11/14/17

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

If Yes: Current Salary \$ _____ Raise Amount \$ _____ Effective Date: _____