



Hourly Performance Appraisal

Employee Name: Dimoie Lual	Hire Date: 3/12/2018
Job Title: IQF	Evaluation Period: 3 Month
Supervisor: Nick Rausch	Review Due Week of: 6/11/2018 Review Date: 6/21/2018

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.

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

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

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- Dimoie completes her work correctly and follows procedures.

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- Dimoie is a productive employee and works efficiently.

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- Dimoie demonstrates an understanding of work instructions and has the job knowledge to work in her area.

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- Dimoie is very cooperative and works well with others on the floor.

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: 1

Specific Examples/Comments- Dimoie has only one day missed in 3 months. She is always on time and ready for work each day. She volunteers regularly for overtime.

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- Dimoie shows initiative while she is at work.

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- Dimoie follows company policies and 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: Dimoie is able to work in all 3 areas of packout and does an excellent job.

2. Specific areas of needed improvement: None

3. Recommendations for additional training: None

Employee's Comments: _____

Discussed/reviewed with employee on: Click here to enter a date. Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nina RAUSCH Date: 8/6/18

Employee Signature: [Signature] Date: 8/6/18

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

If Yes: Current Salary: \$ Click here to enter text. Raise To: \$ Click here to enter text.

Effective Date: Click here to enter a date.