

PAYROLL CHANGE REPORT

Today's Date: <u>11/1/2017</u>	Effective Date: <u>11/6/2017</u>
Hire Date: <u>11/2/2015</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>Hoang Chung</u>	
Department: <u>Dimension</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.25	\$11.50
	Shift Differential		-
	Total	\$11.25	\$11.50

REASON (S) FOR THE CHANGE (S)						
Seniority Increase (Circle One)	3 Month	6 Month	1 Year	18 Month	2 Year	Annual
Merit Increase (level 2)						
Other-Job Transfer/Promotion Increase						

ADDITIONAL COMMENTS

Authorized by: <u><i>[Signature]</i></u> (Department Manager)	Date: <u>11-1-17</u>
Guideline verified: <u><i>[Signature]</i></u> (Human Resources)	Date: <u>10-30-17</u>
<u><i>[Signature]</i></u> (GM Authorization)	Date: <u>11/1/17</u>

CME
11-6-17

NW
11-6-17



Hourly Performance Appraisal

Employee Name: Hoang Chung	Hire Date: 11/2/2015
Job Title: Dimension	Evaluation Period: 2 Year
Supervisor: Nick Rausch	Review Date: 11/6/2017

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.

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-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- Hoang works efficiently and independently. She has been talked to twice about checking dates on cartons. This has improved over the last few weeks.

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- Hoang seems to understand instructions and processes.

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- Hoang has been talked to a few times about getting along with others. This has improved greatly. Hoang needs to worry about herself only and if she has a problem she needs to talk to her lead or supervisor and we will resolve it.

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: 2

Specific Examples/Comments- Hoang has outstanding attendance. If she is running late she needs to notify Lori as soon as possible.

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- [Click here to enter text.](#)

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- Hoang is a safe worker 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: Hoang is getting along with others better and checking dates on cartons has improved.
2. Specific areas of needed improvement: Hoang needs to worry about herself only and if she has a problem she needs to address it with her lead or supervisor right away.
3. Recommendations for additional training: No recommendations

Employee's Comments: _____

Discussed/reviewed with employee on: 11/6/2017 Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nick RABICH Date: 11/7/2017

Employee Signature: [Signature] Date: 11/7/2017

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

If Yes: Current Salary \$ 11.25 Raise To: \$ 11.50

Effective Date: 11/6/2017