



Hourly Performance Appraisal

Employee Name: Matt Weikert	Hire Date 1/6/2015
Job Title: Grinder	Evaluation Period: 3 Year
Supervisor: Nick Rausch	Review Due Week of: 1/8/2018 Review Date: 1/27/2018

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.

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- Matt does a good job with his paperwork and it is completed accurately.

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- Matt is able to work efficiently in an 8 hour period and is able to work independently with little or no direction. Matt also follows directions from the lead/supervisor well.

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- Matt is knowledgeable about the mixers and understands work instructions and processes/materials.

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- Matt is willing to cooperate and communicates well with others. He accepts and responds to change with no questions asked. He takes responsibility for his own performance and job assignments.

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: 7

Specific Examples/Comments- Matt has 7 U/O this year. I would like to see Matt work on his attendance as he is in an important position.

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- Matt shows initiative when he is on the floor. He came up with an idea to eliminate waste from the blender for the time being until maintenance can make a guard.

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- Matt was given a written warning about completing head checks and falsifying initials on grinding documents. I would like Matt to greatly improve on this as it is extremely important.

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: Correctly testing the fat on batches has improved greatly.
2. Specific areas of needed improvement: Completing head checks on time and documenting properly.
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: Nick Rensch Date: 1/31/18

Employee Signature: Matt Weber Date: 1-31-18

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.](#)