



# Hourly Performance Appraisal

<b>Employee Name:</b> Michael Schwab	<b>Hire Date:</b> 10/15/2014
<b>Department:</b> Flow Wrap	<b>Evaluation Period:</b> 4 Year
<b>Supervisor:</b> Click here to enter text. Nick Rausch	<b>Review Due Week of:</b> 10/22/2018 <b>Review Date:</b> 10/24/2018

**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-** Mike does a good job making sure we are sending quality product through the wrapping machine. He completes his work thoroughly and 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-** Mike is a productive and reliable employee. He works efficiently in an 8-hour period. He can work independently with minimal directions.

**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-** Mike is knowledgeable about the equipment in his area. He demonstrates an understanding of work instructions, processes, and materials required to perform the job.

**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-** Mike is cooperative and willing to do what we ask of him. He works well with the others on his line. He accepts additional duties willingly. For example, coming in early when the lead operator is gone.

**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:** 0

**Specific Examples/Comments-** Mike has outstanding attendance and can be relied upon to be at work on time every single day.

**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-** Mike shows initiative while at work. He stays busy during downtime and offers to help where he can.

**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- Mike follows company policies and work conduct rules. He follows 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: None

3. Recommendations for additional training: None

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: 10/24/2018 Follow up requested/desired:   
YES or  NO

Manager/Supervisor Signature: Nick Rausch Date: 10/24/18

Employee Signature: Mike Schwab Date: 10-24/18

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: