

PAYROLL CHANGE REPORT

Today's Date: <u>7/1/2018</u>	Effective Date: <u>7/9/2018</u>
Hire Date: <u>7/6/2016</u>	Hours Worked: <u>2 Year</u>
Employee's Name: <u>Ngoc Vo- 1st Shift</u>	
Department: <u>IQF</u>	

CHANGE (S)		FROM	TO
X	Rate	\$11.40	\$11.90
	Shift Differential		
	Total	\$11.40	\$11.90

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

ADDITIONAL COMMENTS
Zero Unexcused Absences

Authorized by: <u><i>Neil A. B...</i></u> (Department Manager)	Date: <u>7-9-18</u>
Guideline verified: <u><i>Nichol Wojcik</i></u> (Human Resources)	Date: <u>6-29-18</u>
<u><i>P...</i></u> (GM Authorization)	Date: <u>7/9/18</u>

CMG
 7-10-18
 New
 7-9-18



Hourly Performance Appraisal

Employee Name: Ngoc Vo	Hire Date: 7/6/2016
Department: IQF	Evaluation Period: 2 Year
Supervisor: Nick Rausch	Review Due Week of: 7/2/2018 Review Date: 8/6/2018

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- Ngoc completes her work thoroughly and correctly.

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- Ngoc is productive in an 8 hour period. She works efficiently and has the ability to work independently.

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- Ngoc demonstrates an understanding of work instructions 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- Ngoc is willing and cooperative and works well with her coworkers. She is polite and friendly to everyone. She accepts additional duties willingly.

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- Ngoc has outstanding attendance and volunteers to work overtime regularly.

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- Ngoc shows initiative when she is on the floor. She stays busy and is willing to help her coworkers.

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- Ngoc follows company policies and follows safety rules. She wears her 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: Click here to enter text.
3. Recommendations for additional training: Click here to enter text.

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: 8/23/18

Employee Signature: Ngoc Vo Date: _____

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

If Yes: Current Salary: \$ 11.40 Raise To: \$ 11.90

Effective Date: 7-9-18