

PAYROLL CHANGE REPORT

Today's Date: <u>1/1/2018</u>	Effective Date: <u>1/8/2018</u>
Hire Date: <u>7/6/2016</u>	Hours Worked: <u>18 Months</u>
Employee's Name: <u>Ngoc Vo</u>	
Department: <u>Dimension</u>	

CHANGE (\$)		FROM	TO
X	Rate	\$11.15	11.46
	Shift Differential		-
	Total	\$11.15	11.40

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>Neil Buecher</i></u> (Department Manager)	Date: <u>1-8-18</u>
Guideline verified: <u><i>Michael Wigg</i></u> (Human Resources)	Date: <u>1-2-18</u>
<u><i>ROE</i></u> (GM Authorization)	Date: <u>1/9/18</u>

CMG
1-10-18

NW
1-9-18



Hourly Performance Appraisal

Employee Name: Ngoc Vo	Hire Date 7/6/2016
Job Title: Packout	Evaluation Period: 18 Months
Supervisor: Nick Rausch	Review Due Week of: 1/8/2018 Review Date: 1/12/2018

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-Ngoc does an excellent job making sure she is packing quality boxes. She 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 works efficiently while on the floor. She is able to work with little supervision.

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 has a general understanding of our process. She is able to follow work instructions and has the knowledge to complete her tasks.

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 gets along with everyone on the floor. She is polite and respectful to everyone.

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- Ngoc has outstanding attendance and is always here for work on time.

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 and is always staying busy. She always cleans up the floor when there is downtime.

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 all work procedures and follows all safety rules and wears 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: 1/12/2018 Follow up requested/desired: YES
or NO

Manager/Supervisor Signature: Nina Russell Date: 1/31/18

Employee Signature: X Ngoc VO Date: 1/31/18

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

If Yes: Current Salary \$ 11.15 Raise To: \$11.40

Effective Date: 1/8/2018