



Hourly Performance Appraisal

Employee Name: Phat Le	Hire Date:10/21/2014	
Department: Flow Wrap	Evaluation Period: 4 Years	
Supervisor: Nick Rausch	Review Due Week of: 12/17/2018 Review Date: 2/4/2019	

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-Phat completes his work thoroughly and follows processes and 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- Phat is a productive and reliable employee. He is able to work independently with minimal direction.

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- Phat understands work instructions, processes, equipment and materials required to perform his job. He is knowledgeable in his area.

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- Phat is willing and cooperative. He works and communicates well with others. He responds to change in a positive manner.

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- Phat has outstanding attendance and is always willing to work overtime.

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- Phat shows initiative and is creative. He helps others whenever 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- Phat follows company policies and work 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: 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 Pausch Date: 2/4/19

Employee Signature: phat Date: 2/4/19

Would this employee be eligible for a wage increase? ☐ Yes: ☒ No: **No Raise Due at 4 Years**

If Yes: Current Salary: \$ Click here to enter text. Raise To: \$

Effective Date: