



Hourly Performance Appraisal

Employee Name: Phuong Truong	Hire Date: 8/1/2018
Department: Dimension	Evaluation Period: 3 Month
Supervisor: Nick Rausch	Review Due Week of: 11/5/2018 Review Date: 11/28/2018

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-**Phuong does a good job checking dates on cartons and 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- Phuong is a productive and reliable employee. She works efficiently and is able to work with minimal directions from the lead/supervisor.

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- Phuong understands work instructions, processes, equipment and materials required to perform her 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- Phuong is willing and cooperative. She works and communicates well with others. 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- Phuong has great attendance thus far.

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- Phuong shows initiative while on the floor. She always helps others when she has the time to do so.

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- **Phuong follows company policies, and safety rules. She always 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: [Click here to enter a date.](#) _____ Follow up requested/desired: YES or NO

Manager/Supervisor Signature: Nina Raesch Date: 11/29/18

Employee Signature: [Signature] Date: 11/29/18

Would this employee be eligible for a wage increase? Yes: No: No raise due at 3 months

If Yes: Current Salary: \$ [Click here to enter text.](#) Raise To: \$ [Click here to enter text.](#)