



EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE INFORMATION			
Name	DIANA ROJO		
Job Title		Date:	10/28/14
Department	COATING CENTER	Supervisor:	
Review Period	from: 7/17/14	to: 10/28/14	<input checked="" type="checkbox"/> 400 hr review <input type="checkbox"/> Other: _____

RATINGS				
	1 = Poor	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments	keep up the good work.			
Work Quality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments	good job			
Production Quantity Levels	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
Attendance/Punctuality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments	Try to improve			
Team Player/Interaction with Co-workers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Comments				
EVALUATION				
ADDITIONAL COMMENTS				
It's great to have you as part of the team! Good job.				
GOALS TRAINING AND OTHER (as agreed upon by employee and manager)				
<ul style="list-style-type: none"> - Try out part of Development Team - Potentially learning coating Vertical Probes. 				
Date of next review				
7/17/15				
VERIFICATION OF REVIEW				
Employee Signature				
D. Rojo				
Manager Signature				
[Signature]				

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.



Title:

**Job Description: Coating Center Operator
Level 1**

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JOB TITLE: Coating Center Operator Level 1

REPORTS TO: Supervisor and/or Manager

HOURLY PAY RATE: \$10-\$12

JOB SUMMARY

- Perform a variety of repetitive and semi-repetitive, meticulous operations where methods and sequence of tasks are provided from visual aids, diagrams, written or verbal instructions.

DUTIES & ESSENTIAL JOB FUNCTIONS

• Position Responsibilities

- Understand and follow all procedures and work instructions including those that outline safety, housekeeping, cleanliness etc.
- Maintain all manufacturing and quality records. Accurately and legibly record required information.
- Inspection of own work and work completed by other team members.

• Policies and Safety procedures

- Ensure policies and safety procedures are understood and followed by all production personnel.
- Ensure implementation and evolution of new policies and safety procedures.
- Maintain adherence to company policies, safety standards, and good housekeeping practices.

BASIC QUALIFICATIONS

- Ability to provide concentrated visual and mental attention.
- Ability to demonstrate a record of excellent performance in meeting high standards of quality, quantity and dependability (attendance and punctuality).
- Ability to use a variety of small tools and tweezers while working under a stereoscopic inspection microscope.
- Ability to read, understand and work with detailed work instructions, diagrams and related documentation, and follow rules & protocols for coating center production.



Title:

HR 400 Hour Employee Self evaluation

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Employee Information		
Name	DIANA ROJO	
Date	10/28/14	<input checked="" type="checkbox"/> 60 day review <input type="checkbox"/> Other: _____

Employee Self-Evaluation <i>Answer the following questions by checking the appropriate box to the right.</i>					
	Strongly Disagree	Dissagree	Nuetral	Agree	Strongly Agree
I know what the responsibilities of my job are.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
I know who my supervisor is and what he or she is responsible for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
I feel my workload is too heavy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
I feel I can discuss work related problems with my superior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
I feel that I am a part of a productive work team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					



Title:

HR 400 Hour Employee Self evaluation

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I always know what my daily and weekly goals are.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<i>Comments</i>					
I feel I have had enough training to perform my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<i>Comments</i>					
Any other comments, questions, concerns, ideas.....					