VSI PARYLENE

HR 400 Hour Employee Performance Review

Employee Information

Name: _Estefania Ruiz_   Date: _5-8-15_

Job Title: _Prod. Tech._   Supervisor: _Andrew/Bryce_

Department: _Semi Con_

Review Period | From: _2-9-15_ To: _5-8-15_

Ratings

5 = Excellent: Employee consistently exceeds expectations through demonstrated actions and abilities without any supervision.

4 = Good: Employee meets job requirements as well as at times exceeds expectations with little to no supervision.

3 = Satisfactory: Employee meets job requirements as defined.

2 = Needs Improvement: Employee is below the standard for meeting job requirements and needs supervision.

1 = Poor: Employee needs immediate improvement in order to continue employment with VSI. (It is suggested to place the employee on 30 day probation as well as an improvement plan with defined outcomes).

	1 = Poor	2 = Needs Improvement	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	X (3.5)	☐
Comments:					
Work Quality	☐	☐	☐	☒	☐
Comments:					
Production Quantity Levels	☐	☐	☐	☒	☐
Comments:					
Attendance	☐	☒	☐	☐	☐
Comments:					
Interaction with Co-workers	☐	☐	☒	☐	☐
Comments:					

Evaluation
Additional Comments:

Goals (as agreed upon by employee and manager)

- Trained in new operations (Outgoing and Etching etc.)
- Go back to school
- Enter Police Academy in March

Date of next review: 2-9-16

Verification of Review

Employee Signature: _[signature]_   Date: 05/11/15

Manager Signature: _[signature]_   Date: 5-11-15

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.

Employee Information

Name: ESTEFANIA RUIZ

Date: MAY 7, 2015

Employee Self Evaluation

Answer the following questions by checking the appropriate box to the right.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I know what the responsibilities of my job are.	☐	☐	☐	☒	☐
Comments:					
I know who my supervisor is and what he/she is responsible for.	☐	☐	☐	☒	☐
Comments:					
I feel my workload is too heavy.	☒	☐	☐	☐	☐
Comments:					
I feel I can discuss work related problems with my supervisor.	☐	☐	☐	☒	☐
Comments:					
I feel that I am a part of a productive work team.	☐	☐	☐	☐	☒
Comments:					
I always know what my daily and weekly goals are.	☐	☐	☐	☐	☒
Comments:					
I feel I have had enough training to perform my job.	☐	☐	☐	☐	☒

Comments: Train w/ both sets of parts (OMTL vs. Prospect)

Any other comments, questions, concerns, ideas...