



## Hourly Performance Appraisal

Employee Name: Shamsadeen Mahmoud	Hire Date 3/16/2015
Job Title: Patty Operator	Evaluation Period: 3 Year
Supervisor: Nick Rausch	Review Due Week of: 3/19/2018 Review Date: 3/14/2018

**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.

**E – Exceeds Expectations.** Results clearly exceed position requirements on a regular basis.

**M – Meets Expectations.** Competent and dependable performance level. Meets the performance standards and objectives without Constant follow-up direction

**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-** Sham makes sure he is producing quality products when running the machine and also documents downtime properly and checks his weights regularly.

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-** Sham is able to work independently in an 8 hour period and is productive.

**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-** Sham demonstrates an understanding of work instructions and equipment required in his area. He is knowledgeable about the machine he is running.

**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-** Sham is very cooperative and works and communicates well with others. He accepts additional job duties willingly. If I need him to work in another area he doesn't hesitate to help out.

**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-** Sham has outstanding attendance and is on time ready to work every day. He is also 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-** Sham shows initiative while he is at work and stays busy even 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- Sham follows company policies and work procedures. He always utilizes his LO/TO when working on machines.

**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: Sham has learned a lot about running the F-26 machine.

2. Specific areas of needed improvement: None

3. Recommendations for additional training: Learn how to operate and run the F-19 efficiently.

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_

Discussed/reviewed with employee on: Click here to enter a date. \_\_\_\_\_ Follow up requested/desired:  YES or  NO

Manager/Supervisor Signature: Nick Rausch Date: 6/7/18

Employee Signature: X Shamsabees, M Date: \_\_\_\_\_

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

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

**Effective Date:** [Click here to enter a date.](#)