

EMPLOYEE PERFORMANCE EVALUATION **HOURLY OR PRODUCTION**

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EMPLOYEE PERFORMANCE EVALUATION HOURLY OR PRODUCTION

(COMPANY LOGO OR NAME)

Name: _____	Employee #: _____
Position: _____	Position #: _____
Grade: _____	
Type of Evaluation: <input type="checkbox"/> Performance and Salary	<input type="checkbox"/> Performance Only
Evaluation From: _____ to _____ mm/dd/yy mm/dd/yy	

LEVELS OF PERFORMANCE

EXCEEDS EXPECTATIONS (EE)	<ul style="list-style-type: none"> - Frequently exceeds position requirements on many aspects of the job. - Includes completion of challenging work goals. Incumbent takes initiative to do extra projects or tasks, as appropriate. - Is clearly outstanding, showing real strength in many areas. Because of personal strengths, incumbent is sought out as a resource by others. - Invariably is of outstanding quality. Incumbent's work is an example for others. Superb work is the norm. - Provides support to others and serves as an example greatly contributing to work group success. - Is based on anticipating and maximizing opportunities to achieve the best possible results. - Is at an outstanding level given the adverse changes in the environment.
MEETS EXPECTATIONS (ME)	<ul style="list-style-type: none"> - Is fully satisfactory and covers most important parts of the job. - Requires only normal follow-up. Incumbent usually completes regular work and projects on schedule. - Is adequate in key competency areas. - Includes work that can be used without needing to verify. Incumbent makes a few minor errors and seldom repeats them. - Makes a solid contribution to work group results. - Adjusts to most favorable circumstances, increasing results accordingly. - Fully adjusts and compensates for adverse changes in circumstances.
DOES NOT MEET EXPECTATIONS (DN)	<ul style="list-style-type: none"> - Must improve to continue employment. Does not meet most of performance requirements. - Keeps falling behind and incumbent doesn't make the effort to catch up. - Demonstrates weaknesses in some key areas of the job. - Includes one mistake after another, and some of them are repeats. - Is holding up work of other people or creating a burden for others who have to carry the load. - Does not take advantage of changes in circumstances that could have resulted in exceeding original expectations. - Is not redirected when new adversities jeopardize results.

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PERFORMANCE FACTORS

Evaluate the employee on the factors listed below. This evaluation should be done in a narrative form. Where possible, give specific examples of activities or events that support your ranking. The appropriate rating should be circled in the box to the right of each factor.

1. VOLUME OF WORK: Maintains steady, acceptable level of work output.	EE	ME	DN
<ul style="list-style-type: none"> • Completes assigned work within acceptable time frame. • Increases work pace, if needed, so that deadlines can be met. • Organizes work in order to obtain high productivity. 	Supporting Examples: (e.g. Employee completes tasks as assigned and can increase work pace to meet requirements.)		
2. QUALITY OF WORK: Maintains acceptable standards of workmanship	EE	ME	DN
<ul style="list-style-type: none"> • Maintains economy of materials and cost consciousness. • Completes work thoroughly without requiring constant correction. • Maintains quality work under stressful situations. 	Supporting Examples: (e.g. Employee maintains acceptable quality standards. He/she keeps his/her documentation current.)		
3. JOB KNOWLEDGE: Understands job procedures, equipment and methods, responsibilities and scope of duties.	EE	ME	DN
<ul style="list-style-type: none"> • Understands the operation (and limitations) of all equipment on the job. • Keeps informed and makes use of proper standards, work procedures, and new developments in the specialty area. • Continues to expand job knowledge by learning new work tasks. 	Supporting Examples: (e.g. Employee understands his/her job responsibilities and uses proper work procedures.)		
4. COMMITMENT TO JOB: Demonstrates a consistent, dependable work effort and positive work attitude.	EE	ME	DN
<ul style="list-style-type: none"> • Displays a reasonable amount of flexibility regarding assignments and work hours so that work can be completed. • Takes on additional responsibilities readily. • Adapts readily to changes in work assignments. 	Supporting Examples: (e.g. Employee is dependable and is flexible with his/her work hours when work requirements increase.)		

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<p>5. ATTENDANCE AND PUNCTUALITY: Uses company time conscientiously.</p>	EE	ME	DN
<ul style="list-style-type: none"> • Attends work daily, giving proper advance notice in case of foreseeable absence. • Arrives and leaves at the proper time, uses breaks appropriately. 	<p>Supporting Examples: (e.g. Employee gives proper notice of time needed away from work.)</p>		
<p>6. SAFETY AND MAINTENANCE: Ensures safety of self and others through proper use and care of equipment/work site.</p>	EE	ME	DN
<ul style="list-style-type: none"> • Handles and operates equipment in a careful manner; keeps • tools and equipment in working order and stores them properly. • Keeps the work site neat and clear of potential hazards. 	<p>Supporting Examples: (e.g. Employee maintains a safe work environment and ensure equipment is operating properly.)</p>		
<p>7. SHARING INFORMATION: Shares ideas and information in a clear and concise manner.</p>	EE	ME	DN
<ul style="list-style-type: none"> • Provides complete, reliable, and prompt information to supervisor and co-workers. • Keeps accurate records of completed work; documents actions. 	<p>Supporting Examples: (e.g. Employee shares his ideas with his coach and co-workers.)</p>		
<p>8. COOPERATION: Works with others to accomplish the goals of the job and work group.</p>	EE	ME	DN
<ul style="list-style-type: none"> • Functions well as a team member, gets along with fellow employees. • Follows instructions; accepts work assignments willingly. 	<p>Supporting Examples: (e.g. Employee cooperates with his peers as well as his co-workers.)</p>		

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STRENGTHS AND DEVELOPMENT NEEDS

<p>Areas of Performance Strengths</p> <p>Areas of Performance That Need Strengthening/Improvement:</p> <p>Goals to be Accomplished:</p>			
OVERALL RATING (Circle the rating that reflects the summary of the individual's overall job performance.)			
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; width: 33%; padding: 5px;">DOES NOT MEET EXPECTATIONS (DN)</td><td style="text-align: center; width: 33%; padding: 5px;">MEETS EXPECTATIONS (ME)</td><td style="text-align: center; width: 33%; padding: 5px;">EXCEEDS EXPECTATIONS (EE)</td></tr></table>	DOES NOT MEET EXPECTATIONS (DN)	MEETS EXPECTATIONS (ME)	EXCEEDS EXPECTATIONS (EE)
DOES NOT MEET EXPECTATIONS (DN)	MEETS EXPECTATIONS (ME)	EXCEEDS EXPECTATIONS (EE)	
Employee May Note Comments to the Appraisal:			

Employee Signature
(Employee signature does not necessarily indicate agreement, but acknowledges that the appraisal has been discussed with employee)

Date

Manager's Signature

Date

Reviewer's Signature (Manager's Manager)

Date