

Employee Appraisal

Employee Name: Barry Fone Job Title Rs Tech 1
Employee # 314 Department R&O Exempt Non-Exempt
Present Rate \$14.00 Pay Grade _____ Date of Review 05/05/2007
 90 Day Review Six Month Review Annual Review Other _____

Performance Appraisal Ratings

1. **Quality of Work:** Consider the quality of work produced and the promptness with which it is completed.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: Barry's quality of work has been excellent during his 1st 90 days.

2. **Productivity:** Consider the ability to produce quantity of accepted work that meets company standards.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: Barry has truly risen to meet the challenges of the dept and already been a key element in improving the shop backlog. He has learned and excelled at as many different products as I have ever seen of a new tech during his first 90 days of hire.

3. **Knowledge of Job:** Consider the knowledge of present job, of other work closely related to it and of the equipment necessary to perform job functions.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: Barry has required only moderate training and appears to have an excellent technical background.

4. **Reliability and Dependability:** Consider the amount of supervision required and job performance regarding timely completion and follow-up.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: Barry takes off at full speed each day and has required minimal supervision.

5. **Attendance:** Consider overall attendance records and punctuality.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: Barry has required no time away during his initial hire and is punctual to arrive and depart each day.

6. **Initiative:** Consider the extent to which new work assignments and additional duties are sought out when necessary.

Outstanding Very Good Good Below Average Unsatisfactory

Comments: I think Barry loves what he does and has a great attitude towards his work.