

Performance Appraisal

Employee Name: Scott

Date of Hire: Nov 2001

Position: Junior Tooling Designer

Date of Last Appraisal: N/A

Department: Design Engineering

TECHNICAL / PROFESSIONAL KNOWLEDGE

Has the required technical and professional skill or knowledge to effectively carry out assigned responsibilities. Able to identify problems and develop solutions with the job requirements.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott joined the group as a junior designer, he has become proficient in Pro-engineer and developed a good understanding of the product. Scott has become competent in designing our base tooling products.

PLANNING / ORGANIZING

Able to set objectives, establish work plans, consider priorities in completing assignments and foresee problems and changes.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott is able to set objectives working from the job log and strives to meet them in a timely manor. As his skills develop he is beginning to for-see problems before they become issues.

COMMUNICATION SKILLS

The ability to communicate in a clear and concise manner so that facts or concepts can be understood by others. Demonstrates common courtesy and patience.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott actively seeks and is receptive to advise from the other designers. Scott's background enables him to communicate with customers and people within the company with ease.

INITIATIVE

Works with interest, energy and enthusiasm in the meeting of objectives. Self-starting and proactive and provides assistance to others or seeks additional work when assigned responsibilities are completed or create an insufficient workload. Leads others in taking positive action.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott ensures he is never out of work, his progress this far demonstrates his enthusiasm for design.

QUALITY ORIENTATION

Demonstrates concern for quality work by continually being alert to detail, accurately checking work and accepting responsibility for correcting errors and omissions with focused effort.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott is quality driven, he tries to ensure his designs are accurate; if issues arise he takes it upon himself to rectify things and learns from the experience.

JUDGEMENT / PROBLEM SOLVING

Able to obtain and evaluate pertinent information and develop alternative solutions to problems. Able to make and implement decisions in an effective manner.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: As a junior Scott confers with the more senior engineers for advise on the more risky projects. Scott brings to the design group his experience in practicality and performance of tooling in the work place.

TEAMWORK & COOPERATION

Maintains positive working relationships with others, fostering a cooperative team environment. Accepts change readily and avoids being negative when problems occur.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments Scott has slotted into the tooling group with the minimum of fuss, and has become a valued member of the team.

SAFETY & HOUSEKEEPING

Works in a safe and conscientious manner, wears personal protective equipment as required. Demonstrates concern for the safety of others. Keeps the work area clean, maintaining high standards of housekeeping and organization in accordance With the 5S program.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott is an organized person.

MOTIVATION FOR ACHIEVEMENT

Is results oriented and desires to excel.

Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments: Scott has come into the engineering office from the shop floor; Scott is a very motivated person who will always be looking for a challenge.

ATTENDANCE AND PUNCTUALITY

The employee is prompt and at their station ready for work at the beginning of their shift. Employees Attendance (lost time) in within established policy. Lost time is defined as missed productive time Attributed to sick, early, late and no pay hours.

DEPARTMENT MANAGER'S SIGNATURE: _____ **DATE:** _____

GENERAL MANAGER'S SIGNATURE: _____ **DATE:** _____
(OR CHIEF OPERATING OFFICER)