

Performance Appraisal

Employee Name: S. M^cILQUHAM Date of Hire: _____
Position: GEN. MACHINIST Date of Last Appraisal: _____
Department: TOOL ROOM

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:

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:

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:

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 work load. Leads others in taking positive action.

- Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments:

ANY WORK THAT HAS BEEN LEFT FOR SCOTT ON AFTERNOON SHIFT HAS DONE IN A GOOD TIME, THEREFORE PARTS ARE NOT LATE

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:

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:

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:

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:

MOTIVATION FOR ACHIEVEMENT

Is results oriented and desires to excel.

- Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments:

JOB PERFORMANCE

The ability to perform the work reliably with high quality and productivity. Accepts responsibility for actions and asks for help when needed. Demonstrates versatility by accepting new assignments or work arrangements positively.

- Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments:

SCOTT IS A NEW EMPLOYEE AND HE
~~DEMONSTRATES~~ DEMONSTRATES VERSATILITY AND
GOOD PRODUCTIVITY

OVERALL PERFORMANCE EVALUATION

- Unsatisfactory Needs Development Meets Expectations Exceeds Expectations Outstanding

Comments:

I AM VERY PLEASED WITH SCOTT'S
WORK SINCE HE CAME TO EAGLE

CAREER DEVELOPMENT SUGGESTIONS

EMPLOYEE'S SIGNATURE: _____ DATE: _____

(your signature only acknowledges that you have read the assessment not that you agree with its content. Your comments may be documented in the following section.)

ASSESSOR'S SIGNATURE: Long Green DATE: 13th MAR/02

EMPLOYEE'S COMMENTS: