TEMPCO

Internal Document

90-Day Employee Performance Appraisal

Employee: _____ **Position:** _____

Department: _____ **Review Date:** _____

Performance Ratings:

- Satisfactory performance meets basic job requirements. (2)
- Unsatisfactory performance. Improvement required. Failure to improve is grounds for dismissal. (1)

Performance Factor	Ratings	
QUALITY • Meets quality standards • Corrects errors, avoids scrap	1 2 1 2	Total quality points ___0___ X 2 = ___0___
PRODUCTIVITY • Completes work on a timely basis • Avoids wasting time	1 2 1 2	Total productivity points ___0___ X 2 = ___0___
JOB SKILLS • Possess skills to do job • Learns new skills, tasks • Communicates effectively	1 2 1 2 1 2	Total skills points ___0___
ATTITUDE/COOPERATION • Cooperates with supervisor • Cooperates with fellow workers • Follows company policies	1 2 1 2 1 2	Total attitude/cooperation points ___0___
RESPONSIBILITY • Flexible, performs various jobs • Attendance (# of Excused Absences _____) (# of Unexcused Absences _____) • Tardiness (# of Tardies _____) • Works safely, follows rules	1 2 1 2 1 2 1 2	Total responsibility points ___0___

Overall Rating _____ Total Score ___0___ Pay adjustment YES ☐ NO ☐

Total Point Score

35 – 36: Satisfactory 18 – 34: Unsatisfactory

To determine pay adjustment, see Pay for Performance Guidelines

Comments: _____

_____

_____

SIGNED BY: _____ _____ _____

Supervisor Department Manager Employee

DATE: _____