



Annual Performance Appraisal for Plant Employees

Employee: _____ Position: _____

Department: _____ Review Date: _____

Performance Ratings:

- Outstanding performance consistently exceeds routine and complex job requirements. (4)
- Good performance is above average work that generally exceeds job requirements. (3)
- Satisfactory performance meets basic job requirements. (2)
- Unsatisfactory performance. Improvement required. Failure to improve is grounds for dismissal. (1)

Performance Factor	Ratings	
<p>QUALITY</p> <ul style="list-style-type: none"> • Meets quality standards • Corrects errors, avoids scrap 	<p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p>	<p>Total quality points: _____ X 2 = _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>PRODUCTIVITY</p> <ul style="list-style-type: none"> • Completes work on a timely basis • Avoids wasting time 	<p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p>	<p>Total productivity points: _____ X 2 = _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>JOB SKILLS</p> <ul style="list-style-type: none"> • Possess skills to do job • Learns new skills, tasks • Communicates effectively 	<p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p>	<p>Total skills points: _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>ATTITUDE/COOPERATION</p> <ul style="list-style-type: none"> • Cooperates with supervisor • Cooperates with fellow workers • Follows company policies 	<p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p> <p>1 2 3 4 .25 .5 .75</p>	<p>Total attitude/cooperation points: _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Continued

Annual Performance Appraisal for Plant Employees *continued*

Performance Factor	Ratings																																	
<p>RESPONSIBILITY</p> <ul style="list-style-type: none"> • Flexible, performs various jobs • Attendance (# of Excused Absences _____) (# of Unexcused Absences _____) • Tardiness (# of Tardies _____) • Works safely, follows rules 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 10%;">4</td> </tr> <tr> <td>.25</td> <td>.5</td> <td>.75</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>.25</td> <td>.5</td> <td>.75</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>.25</td> <td>.5</td> <td>.75</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>.25</td> <td>.5</td> <td>.75</td> <td></td> </tr> </table>	1	2	3	4	.25	.5	.75		1	2	3	4	.25	.5	.75		1	2	3	4	.25	.5	.75		1	2	3	4	.25	.5	.75		<p>Total responsibility points: _____</p> <p>Comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Total Score: _____

Pay adjustment: YES NO

Total Point Score			
64 – 72: Outstanding	46 – 63: Good	35 – 45: Satisfactory	18 – 34: Unsatisfactory
<i>To determine pay adjustment, see Pay for Performance Guidelines</i>			

Supervisor's Comments

Goals for Next period:

Employee's Comments:

SIGNED BY:

Supervisor

Department Manager

Employee

DATE: _____