

PERFORMANCE APPRAISAL (Associate)

Associate Name: _____ Employee #: _____ Date: _____

Supervisor Name: _____ Period Evaluated: Month - Year - Month - Year

This form is used to provide an Associate with feedback related to his/her performance. The form is divided into five sections: Performance Factors, Associate Development, Associate Comments, Supervisor Comments and Acknowledgement.

Instructions: Performance Factors: There are 5 key performance factors provided. Choose the appropriate rating. There are specific descriptions to support each rating. If a performance factor is rated as "Needs Improvement" comments are required in the designated comment section. Once all performance factors are evaluated, the Supervisor determines the Associate's overall performance rating. Development Section: One to three development areas and action strategies need to be discussed and documented. General Comments: There is a section for the Associate and Supervisor to provide general comments. Once the Performance Appraisal is delivered and action strategies are agreed upon, the Associate and Supervisor sign and date the form.

<u>SAFETY:</u>		
Practices safe handling of product, chemicals and equipment. Demonstrates awareness and proactively contributes to a safe workplace. Actively participates in Flex breaks and other safety and ergonomic activities.		
Needs Improvement	Has had a safety related incident, write up, warning, or Workers Compensation claim that resulted from carelessness or failure to follow procedures.	Rating
Meets Expectations	Conscientious, works safely, and participates in flex breaks and other safety related activities.	
Exceeds Expectations	Consistently displays a safe and conscientious work practice. Participates on Hazardous Material team, First Aid Team, or other safety related initiatives and programs. Actively promotes Safety through positive attitude, actions and communication.	
Comments		
<u>QUALITY:</u>		
Strives for error free results. Attempts to simplify and improve work processes through approved methods.		
Needs Improvement	Has had a quality related incident, write-up, warning or scrap that has resulted from carelessness. Cannot be trusted to perform quality work consistently.	Rating
Meets Expectations	Is trusted to do quality work the first time and every time.	
Exceeds Expectations	Consistently works with quality as goal. Contributes constructive quality related ideas to team. Participates in either C.I. teams or other initiatives with enthusiasm. Demonstrates high quality consciousness through attitude, actions and communications.	
Comments		
<u>DEPENDABILITY & ATTENDANCE:</u>		
Is reliable and has good attendance and punctuality consistent with policy. Associate is flexible with respect to work schedule to meet the needs of the business.		
Needs Improvement	Unacceptable absences including: more than 48 hours in sick, personal and/or unpaid time, patterned absences, chronic tardiness and failure to notify manager of absences.	Rating
Meets Expectations	Has used between 8.1 and 48 hours of sick, personal and/or unpaid time.	
Exceeds Expectations	Has used between 0 and 8 hours of sick, personal and/or unpaid time.	
Comments		

INDIVIDUAL WORK PERFORMANCE:

Displays self motivation and resourcefulness in approaching daily and weekly tasks. Understands and defines problems accurately. Demonstrates the ability to resolve part and process problems by considering alternatives and suggesting realistic solutions.

Needs Improvement	Does not demonstrate aptitude to resolve part or process problems. Cannot maintain acceptable PPH on a consistent basis.	Rating
Meets Expectations	Consistently meets <u>PPHH (Parts per hundred hours)</u> and performs work to specification. Is flexible to the needs of the business.	
Exceeds Expectations	Has an exemplary work record of top performance amongst team in area of responsibility. Recognized by peers and management as a top performer.	
Comments		

TEAM BEHAVIOR:

Participates openly and engages in constructive discussion while sharing knowledge and experience with others. Promotes and practices trust, honesty and respect.

Needs Improvement	Does not display a consistent positive team attitude, in actions or participation or interactions with fellow Associates. Has documented issue surrounding poor team activities.	Rating
Meets Expectations	Provides effective and constructive feedback and is supportive of company, management and fellow Associate ideas, programs and challenges.	
Exceeds Expectations	Is recognized as a role model for exemplary teamwork and participation in team activities.	
Comments		

ASSOCIATE OVERALL ANNUAL RATING:**Rating****SUPERVISOR COMMENTS:****ASSOCIATE COMMENTS:****DEVELOPMENT PLAN:**

Associate Signature:		Date:	
Supervisor Signature:		Date:	