

Employee Name:	Jim Bechtold
Department:	IT/IS
Reason for Review:	Annual

Definitions of Performance Ratings

- O - Outstanding** - Performance is exceptional in all areas and is recognizable as being superior to others
- V - Very Good** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- G - Good** - Competent and dependable level of performance. Meets the performance standards of the job.
- I - Improvement Needed** - Performance is deficient in certain area.
- U - Unsatisfactory** - Results are generally unacceptable and require immediate improvement.
- N/A** - Not Applicable or too soon to rate.

General Factors	Rating	Points	Supportive Details/Comments
1. Quality The extent to which an employee's work is accurate, thorough, and neat.	O	98	Jim's work is always thorough, and of the highest quality. His attention to detail has helped to increase the value of production throughout the entire department.
2. Productivity The extent to which an employee produces a significant column of work efficiently in a specified period of time.	O	92	Jim's attention to detail can sometimes get him stuck, this can lead to lower productivity, but the high quality we get in return is absolutely worth it.
3. Job Knowledge The extent to which an employee possesses the practical/technical knowledge required on the job	O	96	The knowledge that Jim has brought to the department has been invaluable. Jim is a huge asset to the company.
4. Reliability The extent to which an employee can be relied upon regarding task completion and follow-up.	O	95	Jim will consistently stay on task, and will keep management informed of his progress at all times.
5. Attendance The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record	O	92	
6. Independence The extent to which an employee performs work with little or no supervision	O	92	
7. Creativity The extent to which an employee possesses ideas, finds new and better ways of doing things	O	95	Jim has brought the department in new directions, and has the team thinking more out-of-the-box.
8. Initiative The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O	92	Jim is always keeping in touch with changes in technology, looking for ways to improve on processes in IT.
9. Adherence to Policy The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	G	74	Jim is a hard-working employee who enjoys his work immensely. He has at times, however, worked through his breaks, put in time when he is off the clock, and worked overtime without authorization. He has been given verbal warnings, and has been improving.
10. Interpersonal Relationships The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O	90	
11. Judgment The extent to which an employee demonstrates proper judgment and decision making skills when necessary.	O	90	

Scoring:

Total Points: 1006
Number of Factor Rated: 11
Average Points: 91.455
Overall Rating: O

Complete all of the following sections

1. Accomplishments or new abilities demonstrated since last review:

Jim has been vital in taking the department toward using OOP.

2. Specific areas in need of improvement:

Adherence to company attendance policies.

3. Recommendations for professional development:

Jim is constantly learning through technical books and the internet. HFC will consider purchasing a book on Automated Unit Testing.

4. Absences: # of incidents: # of Days:

Employee's Comments* SEE ATTACHED

* If necessary additional sheets may be attached.

Discussed with Employee on: 11/3/09 Employee Signature: James E. Bechtold *

* I acknowledge that this performance appraisal was discussed with me.

Follow-up N Date: _____
Evaluator's Signature: [Signature]

Date 11/3/09