

Performance Appraisal

Employee Name: Scott McIlquham _____ Date of Hire: Nov 26/01
Position: General Machinist Date of Last Appraisal: Mar 20/03 _____
Department: Toolcell _____ Current Date: March 9/04 _____

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 Improvement Meets Expectations Exceeds Expectations
Outstanding

Comments:

_Scott has shown me often that he has the skills and knowledge to be a very good machinist and looks ahead at problems that can arise

PLANNING / ORGANIZING

Able to set objectives, establish work plans, consider priorities in completing assignments and foresee problems and changes.

Unsatisfactory Needs Improvement 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 Improvement Meets Expectations Exceeds Expectations
Outstanding

Comments: _Scotts communication amongst his peers is a definite asset especially when he is doing tryout work.

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 Improvement **Meets Expectations** Exceeds Expectations Outstanding

Comments:

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 Improvement **Meets Expectations** Exceeds Expectations Outstanding

Comments: Scotts quality of work is very good

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 Improvement Meets Expectations **Exceeds Expectations** Outstanding

Comments: Scott has proven to me many times that he can solve problems that arise which is a definite asset for both the toolroom and tryout

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 Improvement Meets Expectations **Exceeds Expectations** Outstanding

Comments: Scott is always willing to help out in any area he is asked to. He is willing to also help out other team members in making there jobs faster and easier

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 Improvement **Meets Expectations** Exceeds Expectations Outstanding

Comments:
Scott generally keeps his area clean but his help is needed in keeping the toolroom clean and organized.

MOTIVATION FOR ACHIEVEMENT

Is results oriented and desires to excel.

- Unsatisfactory Needs Improvement **Meets Expectations** Exceeds Expectations Outstanding

Comments:

ATTENDANCE AND PUNCTUALITY

The employee is prompt and at their station ready for work at the beginning of their shift. Employee's attendance (lost time) in within established policy. Lost time is defined as missed productive time attributed to sick, early, late and no pay hours.

- Unsatisfactory Needs Improvement **Meets Expectations** Exceeds Expectations Outstanding

Comments:
