

Performance Appraisal

Employee Name: Scott McIlquham Current Date: March 24, 2007
Position: TEF Tooling Designer Hire Date: November 6, 2001
Department: Design

Appraisal Completed By: Herb Friedrich and Phil Evans

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.

Needs Development Meets Expectations Exceeds Expectations

Comments:

In his design role Scott's shop experiences and his technical knowledge has allowed him to excel during his limited time as a Tooling Designer. Scott has used this knowledge to positively influence some TEF tool designs to make the components easier to manufacture. An example of this would be the two large C Pierce Tools that he designed for Autopartes Walker in Puebla where he used off the shelf die components in the design of the die. This resulted in manufacturing savings and a better replacement component process than the "standard" Eagle die process that has been used for many years.

PLANNING / ORGANIZING

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

Needs Development Meets Expectations Exceeds Expectations:

Comments:

Scott plans his workload well. He uses his experience to determine where there could be problems then he works around them. When appropriate Scott will partial release some components that would require a head start in Manufacturing to meet the deadlines required.

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.

Needs Development Meets Expectations Exceeds Expectations

Comments:

Scott is an excellent communicator both written and while giving verbal instructions. He is generally patient and courteous with others. Occasionally Scott has lapses in patience with some of the Manufacturing Group when they seem to have a difference of opinion on a detail that is shown on one of his drawings. In most cases the details shown are correct and a machinist or programmer with similar skills to Scott should be able work with the information as supplied.

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.

Needs Development Meets Expectations Exceeds Expectations

Comments:

In addition to his daily work Scott is always eager to improve on our traditional designs as well as our processes. Scott freely offers and impliments ideas that improve our processes.

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.

Needs Development Meets Expectations Exceeds Expectations

Comments:

Scott is detail oriented. He often finds and reports discrepancies with order details or with Customer Information that if left could result in supplying incorrect product.

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.

Needs Development Meets Expectations Exceeds Expectations

Comments:

Scott's experience and skill as a machinist help him evaluate problems and offer practical solutions

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 6S program and continuous improvement.

Needs Development Meets Expectations Exceeds Expectations

Comments:

MOTIVATION FOR ACHIEVEMENT

Is results oriented and desires to excel.

Needs Development Meets Expectations Exceeds Expectations

Comments:

Scott works hard each day to succeed in his work. He genuinely wants our products and processes to evolve and improve and wants to be a part of the improvements.

ATTENDANCE

Needs Development Meets Expectations Exceeds Expectations

Scott's timekeeping is generally good. It had been noted by some Managers that he arrives usually exactly at 8:00 am. It would be nice to see him 5 – 10 minutes earlier.

CORE VALUES AND JOB PERFORMANCE

- Trust and respect for all individuals:

Needs Development Meets Expectations Exceeds Expectations

Scott is generally respectful to his co workers. As noted earlier he sometimes has lapses in patience when "badgered" about drawing details. Also as noted in most cases I have observed that these details have been issues of personal preference or a lack of knowledge by the person who has brought up the issue.

Integrity and honesty

Needs Development Meets Expectations Exceeds Expectations

- Accountability and stewardship

Needs Development Meets Expectations Exceeds Expectations

- Continuous improvement

Needs Development Meets Expectations Exceeds Expectations

As noted Scott works hard each day to make a difference and to make our products and processes better.

- Team player

Needs Development Meets Expectations Exceeds Expectations

Scott works well with others.

OVERALL PERFORMANCE EVALUATION

Needs Development Meets Expectations Exceeds Expectations

Comments:

