



2500 West Main Street, Suite 100, Littleton, Colorado 80120
 (303) 761-1234

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ARON, DAVID Date of Rating: SEP 16, 2023 Date Hired: MAY 24, 2023
 Position: PLANT ACCOUNTANT 2 Department: ACCOUNTING
 Location: PHOENIX Rating Period: MAY 20 - AUGUST 20, 2023
 Purpose of Rating: REGULARIZATION

Instruction: Please review notes on guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	2
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: <u>he knows his daily/weekly task</u>					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	3
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
Remarks: <u>productive in inventory work</u>					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	3
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: <u>WILLING TO LEARN (NAV, AUDIT, etc)</u>					
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	4
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks: <u>sometimes opening to closing up of CT.</u>					
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks: <u>always cooperative & takes direction w/ his findings</u>					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no or less.	With written warning/s	With one (1) day suspension	With 3 days suspension	9
	9 to 10 pts.	(1st Offense) 7 to 8 pts.	(2nd Offense) 5 to 6 pts.	(3rd Offense) 1 to 4 pts.	
Remarks: <u>occasional due to not feeling well & is absent, undetected, once at work.</u>					
7. SAFETY AND / OR HOUSEKEEPING	No record of 1/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks: <u>NO record yet</u>					
TOTAL					87

[illegible]

EMPLOYEE DETAILS:

Date Hired: <u>05/24/2023</u> mm / dd / yy	Present Rate: <u>15,000</u>	Amount of Increase: <u>2,000</u>
Date of Last Increase: _____ mm / dd / yy		
Date Appointed to Present Position: _____		
		New Rate: <u>17,000</u>

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average