90 DAY PERFORMANCE APPRAISAL
Staff – Nonexempt

Name: ____________________________  Position: ____________________________

Department: ________________________  Supervisor: _________________________

Hire Date: ________________  Date This Appraisal: ________________

APPRAISAL FACTORS
(Check one rating in each category)

Optional: It may be helpful to establish a value for each appraisal factor below. The total of all values must be 100%. The values should be discussed with the employee at the start of the appraisal period.

<table>
<thead>
<tr>
<th>Factor Value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Almost always exceeds goals.</td>
</tr>
<tr>
<td>0</td>
<td>Always meets and sometimes exceeds goals.</td>
</tr>
<tr>
<td>0</td>
<td>Meets goals the great majority of the time. Consistent results.</td>
</tr>
<tr>
<td>0</td>
<td>Misses goals too often and/or inconsistent productivity.</td>
</tr>
<tr>
<td>0</td>
<td>Rarely meets goals. Requires constant help to complete work.</td>
</tr>
</tbody>
</table>

1. QUANTITY
Consider ability to meet or surpass goals, frequency of need for extra hours and use of time during normal workday.

Provide detailed comments and examples:

2. QUALITY
Consider accuracy, attention to detail, neatness, need to re-do work and organization of work.

Provide detailed comments and examples:

3. DEPENDABILITY
Consider degree of supervision needed to carry out tasks to completion to meet job requirements.

Provide detailed comments and examples:
4. ADAPTABILITY
Consider ability to learn quickly and to adjust to changes in job assignments, methods, people or surroundings.

θ Extremely fast learner. Welcomes new assignments. Undisturbed by change.
θ Learns quickly. Adjusts well to change.
θ Learns well. Usually accepts change.
θ Learns with difficulty. Resists change.
θ Does not grasp or is forgetful of assignments. Fights change.

Provide detailed comments and examples:

<table>
<thead>
<tr>
<th>Factor Value</th>
<th>%</th>
</tr>
</thead>
</table>

5. INTERPERSONAL RELATIONS
Consider willingness to accept supervision, cooperate with co-workers, accept goals and objectives, communicate effectively, and project positive image.

θ Exceptional support of the department. Often performs beyond requirements. Projects outstanding image.
θ Always positive, courteous, professional. Projects above average image.
θ Usually positive, supportive, courteous. Projects good image.
θ Impersonal and/or uncooperative at times. Lacks professionalism.
θ Negative attitude. Does not communicate well. Conveys poor image of the organization.

Provide detailed comments and examples:

<table>
<thead>
<tr>
<th>Factor Value</th>
<th>%</th>
</tr>
</thead>
</table>

6. ATTENDANCE
Consider number of absences, lateness, length of meal and break periods.

θ Rarely absent or late, adheres to schedules.
θ Infrequently absent or late, adheres to schedules.
θ Occasionally absent, usually on time, adheres to schedules.
θ Inconsistent attendance, punctuality, adherence to schedules.
θ Serious number of absences, lateness, abuse of work schedules.

Provide detailed comments and examples:

<table>
<thead>
<tr>
<th>Factor Value</th>
<th>%</th>
</tr>
</thead>
</table>

7. LEADING OTHERS
Consider effectiveness in completing work assignments through others and training others.

θ Frequently exceeds desired output of a work group. An excellent trainer. Sets an outstanding example.
θ Usually produces and sometimes exceeds desired output of a work group. A very good trainer.
θ Usually produces desired output of a work group. Trains well.
θ Frequent difficulty in controlling a work group's output. Marginal trainer.
θ Has great difficulty controlling a work group. A poor trainer.

Provide detailed comments and examples:

| Factor Value | % |
OVERALL RATING

Assess overall performance based on weighing the importance of each appraisal factor to the particular job being appraised.
(Check only one rating.)

0 OUTSTANDING – Overall results far exceed expectations in all major areas of responsibility.
0 EXCEPTIONAL – Overall results consistently exceed expectations in most major areas of responsibility.
0 EXCEEDS EXPECTATIONS – May exceed expectations in some significant area(s).
0 MEETS EXPECTATIONS – Overall results consistently meet expectations in all major areas of responsibility.
0 BELOW EXPECTATIONS – Overall results are below expectations. May include performance that is improving but not yet meeting overall expectations, or performance that fell below a previously acceptable level. Improvement must be shown within 6 months or the rating will become “Marginal” OR “Unacceptable.”
0 MARGINAL – Overall results erratic and/or frequently below expectations. Improvement must be shown within 3 months or the rating will become “Unacceptable.”
0 UNACCEPTABLE – Overall results consistently below expectations. Improvement must be shown within a designated period or termination will occur.

PERSONAL DEVELOPMENT PLAN

List those areas that you believe the employee must focus on to either improve performance to an acceptable level, or to challenge performance to an above-standard level.

<table>
<thead>
<tr>
<th>AREA</th>
<th>ACTION PLAN</th>
<th>DATE RESULTS EXPECTED</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Raise to Standard</td>
<td>0 Challenge Beyond Standard</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Raise to Standard</td>
<td>0 Challenge Beyond Standard</td>
<td></td>
</tr>
</tbody>
</table>
OTHER COMMENTS

Use this space to specify and evaluate any other factors you feel are significant to properly and totally appraise performance.

EMPLOYEE COMMENTS (optional)

The employee may use this space to handwritten any comments regarding this performance appraisal.

Appraiser’s signature:__________________________ Date:__________

Reviewed by appraiser’s supervisor:________________________  Date:__________

Vice President’s signature:________________________  Date:__________

Employee’s signature:________________________  Date:__________

The employee’s signature verifies that this appraisal was given and does not necessarily indicate that the employee agrees with the appraisal.