



EMPLOYEE EVALUATION REPORT

Date of this evaluation: April 16, 2004 Date of previous evaluation: N/A EER No: 10221

Reason for evaluation: [] General Performance [] Pay Increase [x] Annual Review [] Promotion

Name: Ricky Hernandez Social Security No.: 432-40-5555 Dept.: Production

Job Title: Crew Leader Date Hired: April 14, 2003

Current Salary: \$17.50 per [] Wk [x] Hr Time employed at this rate: 1 [x] Yrs [] Months

Date of last increase: N/A Pay rate prior to last increase: N/A per [] Wk [] Hr

ATTENDANCE RECORD [] Exceed Standard [] Meets Standard [x] Below Standard [] Poor

Number of non-vacation days absent this year: [] 3 or less [] Between 3 and 6 [x] More than 6

Number of days late this year: [] 3 or less [x] Between 3 and 6 [x] More than 6

WORK PERFORMANCE

Ability to perform job assigned: [x] Exceeds Standard [] Meets Standard [] Below Standard [] Poor

Comments on job ability:

Ricky has displayed excellent product and process knowledge as well as a high technical aptitude for the equipment used. He possesses the skills and experience needed to take commercial, industrial, and residential projects from start to finish in a manner which meets both the quality and production standard.

Productivity: [] Exceeds Standard [] Meets Standard [x] Below Standard [] Poor

Comments on productivity:

Ricky has the ability to meet company standards for production. Although his position requires him to spend time performing tasks not directly related to production, Ricky needs to manage these activities more efficiently. Ricky's production is dependent on his crew. He needs to continually strive for more output from his team.

Ability to follow instructions: [] Exceeds Standard [x] Meets Standard [] Below Standard [x] Poor

Comments on ability to follow instructions:

Ricky has a good understanding of the goals and objectives of each project he directs. He is capable of developing his own approach to various projects and requires very little instruction. He needs to continue to improve on enforcing the company policies relating to (work/breaks/smoking), (attendance), and (company charge accounts/vendors).

Cooperation: [] Exceeds Standard [x] Meets Standard [] Below Standard [] Poor

Attitude: [x] Exceeds Standard [] Meets Standard [] Below Standard [] Poor

Initiative: [] Exceeds Standard [x] Meets Standard [] Below Standard [] Poor

Work Habits: [] Exceeds Standard [x] Meets Standard [] Below Standard [] Poor

Cleanliness: [] Exceeds Standard [] Meets Standard [x] Below Standard [] Poor

Comments:

Ricky consistently displays a positive attitude and shows a genuine concern for the success of the company. He is willing to perform duties that are outside his general job description such as equipment maintenance and repair. He has shown initiative in many areas, including adding shelving and storage fixtures to the company van. Ricky has room to improve on his attendance, cleanliness, and organizational skills.

PERSONAL**Relationship with fellow employees:** Well Liked Accepted Other (explain below)

Ricky gets along well with everyone on his team. He does a good job resolving conflicts among his coworkers and treats all employees fairly. Ricky is respected by his subordinates for his diverse experience and knowledge of materials. Ricky's coworkers feel he could spend more time performing tasks directly related to painting rather than to supervising.

Relationship with customers: Excellent Good Unsatisfactory (explain below)

Ricky has excellent report with customers. He works well under pressure and resolves conflicts with the company's best interest in mind. He represents the company with a positive and moral attitude.

Personality (check those that apply): Friendly Courteous Neat in appearance Untidy Dependable Enjoys work Positive influence on others Negative influence on others Complains excessively Calm under pressure Out-goingDesire for achievement: High Average Low

SUMMARY OF EVALUATIONOverall Evaluation: Positive Negative Salary Increase: Recommended Not RecommendedRecommended Salary Increase: \$1.00 per Wk Hr Effective Date: April 16, 2004Promotion or Job Change: Recommended Not Recommended

Recommended change: _____ Effective Date: _____

COMMENTS:**Attachment** (Use Form No. QC1007A): Yes No

Overall Ricky has done a very good job over the past year since he was initially hired. Ricky is an asset to the company. He possesses the potential to take on additional responsibilities as the company grows. He has shown a desire to contribute to the growth of the company and has expressed a desire to continue employment with the company indefinitely.

Employee Signature: _____

Date: _____

Evaluated By: _____

Date: _____

Approved By: _____

Date: _____