

**Employee Performance Evaluation**

H.E. Mechanics (& H.E. Mech. Apprentices) Automotive Mech. (& .Auto Mech. Apprentices)

Date Sent to Department: \_\_\_\_\_ Date Received by PSC: \_\_\_\_\_

PROBATIONARY\_\_\_ PERIODIC\_\_\_ AUXILIARY\_\_\_ PERMANENT\_\_\_ TERM\_\_\_

**A. GENERAL INFORMATION:**

Name	Position No.
Class Title:	Initial Hire:
Location:	Anniversary Date:
Immediate Supervisor Name	Present Rate: \$ /per

Use the following coding to evaluate Sections B and C:

1. Above Standard -- consistently exceeds the standards of performance
2. On Standard -- consistently meets the standards of performance.
3. Marginal -- sometimes fails to meet the standards of performance.
4. Below Standard -- consistently below the standards of performance.

**B. BASIC JOB FUNCTIONS**

1.: How well does the employee *repair* the following equipment

- |                             |  |
|-----------------------------|--|
| a) Engines _____            | f) Brakes and Steering _____           |
| b) Power Trains _____       | g) Winches and Wire Ropes _____        |
| c) Hydraulics _____         | h) Gen. Assembly and Adjustments _____ |
| d) Drive Trains _____       | i) Fuel Systems and Tune-up _____      |
| e) Electrical Systems _____ | j) Welding (If applicable) _____       |
|                             | k) Other (specify) _____               |

How well does employee *practice* the following:

- |                                   |  |
|-----------------------------------|--|
| a) Care of tools _____            | e) Diagnose equipment problems _____                               |
| b) Cleanliness of work area _____ | f) Prepares and completes preventative maintenance schedules _____ |
| c) Safety practices _____         | g) Order parts _____   |
| d) Completes paper work _____     |  |

**C. PERFORMANCE AND HABITS:**

- |                                       |   |
|---------------------------------------|---|
| a) Productivity _____                 | e) Use of rights and privileges (i.e. rest periods) _____                   |
| b) Quality of Work _____              | f) Ability to get along with others Supervisor _____ Fellow employees _____ |
| c) Starts work on time: Yes___ No___  | General public _____  |
| d) Departs work on time: Yes___ No___ |   |

**D. OVERALL RATING:** Considering the rating in B and C, is the employee performing his/her duties adequately?

Please Check Yes \_\_\_ Marginal \_\_\_ No \_\_\_

**E. AREAS FOR IMPROVEMENT**

H.E. Mechanics (& H.E. Mech. Apprentices) Automotive Mech. (& .Auto Mech. Apprentices)

\_\_\_\_\_

**F. SUGGESTED METHODS FOR IMPROVEMENT:**

\_\_\_\_\_

**G. EMPLOYEE STRENGTHS:**

\_\_\_\_\_

**H. ADDITIONAL TRAINING THE EMPLOYEE HAS UNDERTAKEN IN THE PAST YEAR**

\_\_\_\_\_

**I. ACTION:** *The action indicated below will be undertaken unless the employee is notified to the contrary.*

\_\_\_ Appointment Permanently                      \_\_\_ Extend Probationary Period for \_\_\_ Months \_\_\_ Hours  
\_\_\_ Release On \_\_\_ d \_\_\_ m \_\_\_ yr                      \_\_\_ Further Review in \_\_\_ Months \_\_\_ Hours

\_\_\_\_\_  
*Immediate Supervisor*

\_\_\_\_\_  
*Date*

**J. EMPLOYEE CERTIFICATION:**

**I have read, discussed and agree with this  
Employee Performance Evaluation:**

**I have read, discussed and disagree with this  
Employee Performance Evaluation:**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**EMPLOYEE COMMENTS**

\_\_\_\_\_

\_\_\_\_\_  
*Reviewing Officer*

\_\_\_\_\_  
*Date*

*Send a copy to the employee marked "Confidential"*

**K. PUBLIC SERVICE COMMISSION:** Received, noted, and filed

\_\_\_\_\_  
*Public Service Commission*

*Date*\_\_\_\_\_