

Annotations added to digital copy - numbers correspond to notes listed on "eval-notes.pdf"

SEE INSTRUCTION ON SECOND PAGE OF FORM

EMPLOYEE PERFORMANCE EVALUATION

3 (entire page)

14 NON-EXEMPT

NAME KENNETH W. SNYDER		POSITION TITLE TRAFFIC SIGNAL TECHNICIAN		DATE 10 June 21, 2010	
LOCATION Service Center-65th& Riverview		DEPARTMENT EO TRAFFIC SIGNAL	DIVISION Electric Operations		
EVALUATING OFFICER ERIC CLARK 4	REVIEWING SUPERVISOR GREG DEGRAEVE 4	DATE PRESENT POSITION January 21, 2010	DATE LAST REVIEW April 27, 2010		

CHECK ONE 5	PROBATION <input type="checkbox"/>	SEMI-ANNUAL <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	OTHER (EXPLAIN) <input type="checkbox"/>	CHECK APPLICABLE BOX
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A. PERFORMANCE CHARACTERISTICS: U F G E O

KNOWLEDGE OF JOB- A CLEAR UNDERSTANDING OF THE FACTS OR FACTORS PERTINENT TO JOB
COMMENTS:
MR. SNYDER IS UNABLE TO COMPLETE WORK ON JOBS AND TASKS REQUIRED OF THE POSITION.

X

QUALITY OF WORK- THOROUGHNESS, ACCURACY AND NEATNESS OF WORK
COMMENTS:
MR. SNYDER DOES NOT PAY ATTENTION TO DETAIL WHEN ASKED TO COMPLETE A TASK. HE WAS ASKED TO PROGRAM A CONTROLLER WHEN INSTALLED IT WAS NOT COMPLETE WHICH CAUSED THE INTERSECTION TO MALFUNCTION.

X

PRODUCTIVITY- DEMONSTRATED ACCOMPLISHMENTS, VOLUME OF WORK
COMMENTS:
MR. SNYDER IS NOT COMPLETING TASKS IN A TIMELY MANNER. HIS VOLUME OF WORK IS UNSATISFACTORY DUE TO MULTIPLE PERSONAL PHONE CALLS DURING COMPANY WORKING HOURS.

X

DEPENDABILITY- CONSCIENTIOUS, RESPONSIBLE, RELIABLE WITH RESPECT TO ATTENDANCE, WORK COMPLETION.
COMMENTS:
ON MAY 28, 2010 MR. SNYDER WAS ASKED TO PROGRAM A CONTROLLER WHEN IT WAS INSTALLED IT DID NOT WORK PROPERLY. WHEN TRYING TO EXPLAIN WHAT WAS WRONG HAD TO BE ASKED NOT TO ANSWER PHONE WHILE WORKING.

X

COOPERATION- ABILITY AND WILLINGNESS TO WORK WITH ASSOCIATES, SUPERVISORS AND OTHERS
COMMENTS:
HE DOES NOT VOLUNTEER TO WORK WITH CO-WORKERS ON CALLS DURING THE DAY TO DAY OPERATIONS.

X

SAFETY PRACTICE- PRACTICES GOOD SAFETY HABITS.
COMMENTS:
WHEN IN THE FIELD, HE IS DISTRACTED FROM HIS WORK WITH PERSONAL PHONE CALLS. HIS ANSWERING OF THESE CALLS CREATES AN UNSAFE WORKING CONDITION FOR HIMSELF AND HIS CO-WORKERS.

X

OVERALL RATING BASED ON ABOVE

* DOCUMENTATION REQUIRED

UNSATISFACTORY FAIR GOOD * EXCELLENT * OUTSTANDING

B. DEVELOPMENT PLAN FOR IMPROVEMENT (IF APPROPRIATE)

15

12 (see 26 March and 27 April evaluations for example)

C. EMPLOYEE COMMENTS:

SIGNATURES		EMPLOYEE SIGNATURE 6	DATE 13
EVALUATING OFFICER SIGNATURE 6	DATE	REVIEWING SUPERVISOR SIGNATURE Eric Clark 4	DATE 6/21/10