

PRODUCTION & SHIPPING APPRAISAL

Employee Name: _____

Supervisor: _____

Using the below rating scale and defined performance measures, rate employee performance from 5 to 10 for each measure. Write constructive and positive feedback in the comments section at the bottom, especially for low and high scores.

RESPECT

Exceptional	10	9	Treats coworkers and customers with high respect, kindness and professionalism.
Acceptable	8	7	Treatment of coworkers and customers is OK.
Needs Improvement	6	5	Treatment of coworkers or customers could use improvement.

QUALITY

Exceptional	10	9	Performs and completes job to specification and standards with a high level of quality, ahead of schedule and make very effective use of their time.
Acceptable	8	7	Performs and completes job on time to specification and standards.
Needs Improvement	6	5	Job specification, standards and timelines could use improvement.

MAKING IMPROVEMENTS

Exceptional	10	9	Actively seeks opportunities to improve, shows continuous improvement, and helps others improve.
Acceptable	8	7	Makes improvements, mainly reactive.
Needs Improvement	6	5	Has not shown many improvements or is not actively trying to make improvements.

SAFETY ORIENTED

Exceptional	10	9	Pays very close attention to work safety issues for self and others, proactively notifies and/or corrects possible safety issues or hazards, follows and is up to date on all safety requirements and standards.
Acceptable	8	7	Follows safety standards and reports issues when noticed.
Needs Improvement	6	5	Awareness of safety standards and possible hazards could use improvement.