

Name:

Review Date:

Current pay:

Vacation days:

Health Insurance:

SIMPLE plan:

Hours worked 2012: reg OT Sick & Holiday

Part 1: Management & Employee Self Assessment

Both Management & Employee are to fill this out, totals will be compared. Score is 1 for Needs Improvement, 3 for Solid, 5 for Outstanding. Circle your answer, add comments if you wish or make notes for discussion with management.

Culture:

1. Keeps a regular schedule

Needs Improvement Solid Outstanding
Comment:

2. Stays a full day every day

Needs Improvement Solid Outstanding
Comment:

3. Does not exceed allotted personal days

Needs Improvement Solid Outstanding
Comment:

4. Will work late (or come in early) to finish a project

Needs Improvement Solid Outstanding
Comment:

5. Will instantly jump in to help (on things that are not their job)

Needs Improvement Solid Outstanding
Comment:

6. Shows respect to others at all times

Needs Improvement Solid Outstanding
Comment:

7. Is well liked by all

Needs Improvement Solid Outstanding

8. **Overall demeanor fits well with company culture**
Needs Improvement Solid Outstanding
Comment:
9. **Takes responsibility when appropriate**
Needs Improvement Solid Outstanding
Comment:
10. **Delegates responsibility when appropriate**
Needs Improvement Solid Outstanding
Comment:
11. **Asks for help when appropriate**
Needs Improvement Solid Outstanding
Comment:
12. **Is highly motivated (always looking for something to do)**
Needs Improvement Solid Outstanding
Comment:
13. **Cares about their work**
Needs Improvement Solid Outstanding
Comment:

Total for Culture :

Technical:

1. **Is capable of handling the MOST DIFFICULT work in the shop**
Needs Improvement Solid Outstanding
Comment:
2. **Work QUALITY is trusted to the highest level**
Needs Improvement Solid Outstanding
Comment:
3. **Work EFFICIENCY is trusted to the highest level**
Needs Improvement Solid Outstanding
Comment:
4. **Is extremely versatile – has mastered many disciplines**

Needs Improvement Solid Outstanding
Comment:

5. Work requires rework or extra inspection

Needs Improvement Solid Outstanding
Comment:

Total for Technical :

Personal Efficiency:

1. Maintains a clean and well-organized workspace

Needs Improvement Solid Outstanding
Comment:

2. ALWAYS moves with a sense of urgency

Needs Improvement Solid Outstanding
Comment:

3. ALWAYS stays on task – Never gets distracted

Needs Improvement Solid Outstanding
Comment:

4. Is extremely detail oriented – Does not miss anything

Needs Improvement Solid Outstanding
Comment:

5. Never cuts corners to complete a task

Needs Improvement Solid Outstanding
Comment:

6. Works safely - uses safety gear and techniques as required

Needs Improvement Solid Outstanding
Comment:

7. Sets a positive example

Needs Improvement Solid Outstanding
Comment:

8. Supports the efforts co-workers and the company

- | | | | |
|---|-------------------|-------|-------------|
| | Needs Improvement | Solid | Outstanding |
| 9. Teaches well/Mentors well | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 10. Calm in times of crisis | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 11. Represents the company well in dealings with customers/vendors | | | |
| | Needs Improvement | Solid | Outstanding |

Total for Personal Efficiency:

Learning/Problem Solving:

- | | | | |
|--|-------------------|-------|-------------|
| 1. Learns quickly (understands if shown something 1x) | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 2. Knows when to seek help (will not let too much time go by) | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 3. Follows instructions well | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 4. Contributes to identifying/defining problems | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |
| 5. Contributes to solving problems | | | |
| | Needs Improvement | Solid | Outstanding |
| Comment: | | | |

Total for Learning/Problem Solving:

Overall Scores

	<u>Self</u>	<u>Mgmt</u>
<u>Culture:</u>	_____	_____
<u>Technical:</u>	_____	_____
<u>Pers Effic:</u>	_____	_____
<u>Learn/Prob Solv:</u>	_____	_____
Total Score:	_____	_____

Part 2: Paul Downs Cabinetmakers Operations Checklist

This is a list of major operations we perform. Rate your technical proficiency from 1 (not confident) to 5 (complete mastery)

- _____ CNC Operations: running parts for a job
- _____ CNC Operations: setup & maintenance
- _____ Laser Operation
- _____ Assembly of Lasered Logos
- _____ Base & Bridge Unit Assembly
- _____ General Veneering (splicing & pressing)
- _____ Top Glue-up (edges, sanding)
- _____ Dataport construction
- _____ Constructing a complete top from start to finish
- _____ Finishing
- _____ Engineering: PowerCADD
- _____ Engineering: Mastercam
- _____ Other (anything we missed?)

Part 3: Feedback to Company (Written Answers Optional)

If you want to write an answer or just notes to these questions, feel free. Use the back if you need more space. We will discuss these at the review, management will make notes on your responses.

What do you want to learn next?

What role would you like to be performing in the next few years?

What do you think is the best way for employees to contribute ideas to the company?

How would you rate company morale at present?

Is it getting better or worse?

Do you have any ideas to improve Paul's effectiveness?

Do you have any ideas to improve Kyle's effectiveness as Operations Manager?

Do you have any suggestions regarding performance of any other employee(s)?

Can you think of a better format for drawings?

Do you have any suggestions regarding ordering materials?

Can you suggest better ways for the shop floor to get information about jobs when there are questions?

If we were to move to team production, who would you prefer to work with?

Is there anything about the way that the shop or office operates that you think is wasteful?

How would you change that?

Do you find the Monday meetings useful?

Would you like more or less frequent meetings?

What kind of worker should we hire next? Thinking of the people who work here now, the next worker should be most like:

What department (Sales, Engineering, Shop Production, Finishing, Packing & Maintenance) should get the next hire?

Do you have any question or comment that hasn't been covered?