

Employee Annual Performance Evaluation Form - Gap Leader



Name _____
 Manager _____
 Review Year 2021 _____

Job Title _____
 GAP _____

Performance Category

Attendance

Evidenced by points Jan-Dec

Score Definitions:

- Un: More than 4 points
- Su: More than 2 and up to 4 points
- Hs: 2 or less points

Scoring
 (Un) Unsuccessful = 1
 (Su) Successful = 2
 (Hs) Highly Successful = 3

	Un	Su	Hs		
Result	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final Score	<input type="text"/> 30%

Safety:

Evidences by visual observation, discipline record, & Hazard Hunting

Score Definitions:

- Un: Discipline for safety and less than 12 Hazard Hunting annually
- Su: Wears PPE, no safety discipline, & 12 Hazard Hunting annually
- Hs: Wears PPE and coaches others, no safety discipline, and more than 12 Hazard Hunting annually

	Un	Su	Hs		
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final Score	<input type="text"/> 20%

Training:

Evidences by training records

Score Definitions:

- Un: Less than 40 hours of training
- Su: 40-50 hours of training
- Hs: More than 50 hours of training

	Un	Su	Hs		
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final Score	<input type="text"/> 20%

Cycle Time Audits

Evidenced by standardized work

Score Definitions:

- Un: Less than 8 cycle time audits completed
- Su: 8 - 12 cycle time audits completed
- Hs: More than 12 cycle time audits completed

	Un	Su	Hs		
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	Final Score	<input type="text"/> 30%

Final Overall Performance Rating for Merit

This Section is for Behavioral Feedback Only

Energy

Definition:
 Using drive and passion to achieve goals and develop value-creating innovations. Reacting to changing situations with agility and speed.

	Un	Su	Hs
Self Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
GL Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>

Result Comments:

Respect

Definition:
 Building long term partnerships with all stakeholders treating them fairly and with respect. Developing people from all origins to their full potential and recognizing good performance.

	Un	Su	Hs
Self Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
GL Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>

Result Comments:

Exemplarity

Definition:
 Acting as role models using the management code as a guide for behavior. Applying the Group's systems and methodologies pragmatically to achieve engineering and manufacturing excellence through continuous improvement.

	Un	Su	Hs
Self Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
GL Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
SV Score	<input type="text"/>	<input type="text"/>	<input type="text"/>

Result Comments:

Approvals

The evaluation may be subject to the grievance process but shall not be subject to the arbitration process. The result may not be overturned.

UAP Mgr Signature: _____ EE Signature: _____ Date: _____
 HR Mgr Signature: _____ SV Signature: _____ Date: _____