

**Employee Annual Performance Evaluation Form - Maintenance/ToolRoom**



Name \_\_\_\_\_  
 Manager \_\_\_\_\_  
 Review Year 2021

Job Title \_\_\_\_\_

**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

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
Result				Final Score <input style="width: 40px;" 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

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
SV Score				Final Score <input style="width: 40px;" 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

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
SV Score				Final Score <input style="width: 40px;" type="text"/> 20%

**Compliance to Preventive Maintenance Plan**

Evidenced by preventive maintenance, and completion of assigned work orders

**Score Definitions:**

- Un: Late, unfinished or poor quality completion of work orders
- Su: Work orders completed with high quality and validated by audit
- Hs: Work orders completed with high quality and validated by audit, preventive maintenance standard and maintenance reliability.

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
Self Score				Weighting 25% 50% 25%
SV Score				
MGR Score				
				Final Score <input style="width: 40px;" 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.

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
Self Score				
SV Score				
MGR Score				

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

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
Self Score				
SV Score				
MGR Score				

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.

	<b>Un</b>	<b>Su</b>	<b>Hs</b>	
Self Score				
SV Score				
MGR Score				

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: \_\_\_\_\_