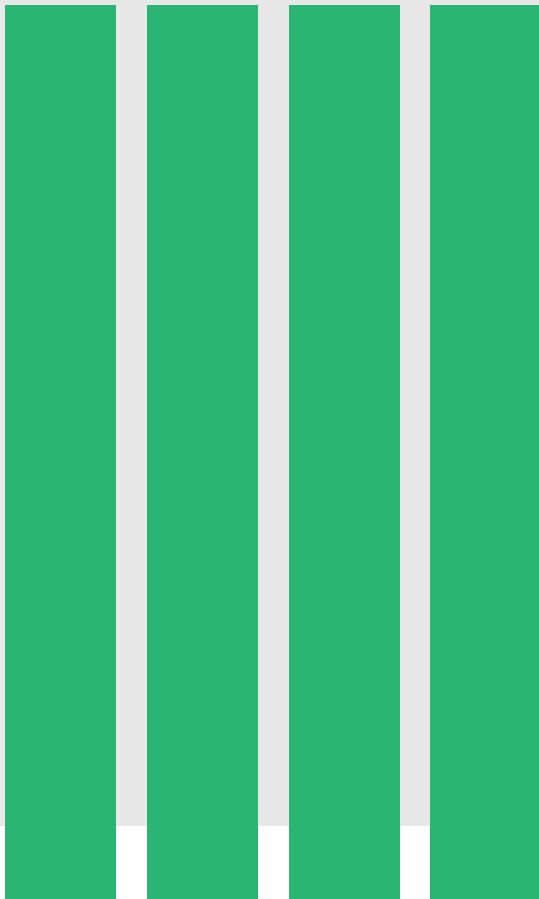


SHENANGO LLC

# PERFORMANCE APPRAISAL

PLANT ENGINEER 2023



Our mission is to provide overall customer satisfaction through a quality product, while ensuring exceptional technical and sales support.

# EMPLOYEE INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Review Quarter \_\_\_\_\_ Reviewer \_\_\_\_\_

**Disclaimer:** By signing below you certify that you have completed and reviewed this performance appraisal with the reviewer named above.

Signature \_\_\_\_\_

## APPRAISAL RATINGS STANDARDS

5

### OUTSTANDING

Exceptional performance throughout all facets of the job. An outstanding employee requires little to no oversight and demonstrates an expert quality of work regarding the responsibilities of their position.

4

### EXCEEDS EXPECTATIONS

Performance which exceeds typical expectations on a regular basis. An employee who exceeds expectations requires little oversight and demonstrates quality work regarding the responsibilities of their position.

3

### MEETS EXPECTATIONS

An employee who meets expectations requires little oversight with structured tasks, but requires assistance with ambiguous tasks. This employee provides sufficient work regarding the responsibilities of their position.

2

### BELOW EXPECTATIONS

Performance which does not meet expectations on a regular basis. An employee who is below expectations requires frequent oversight and demonstrates subpar work regarding the responsibilities of their position.

1

### UNSATISFACTORY

Poor performance throughout all facets of the job. An unsatisfactory employee requires constant oversight and demonstrates an inferior quality of work regarding the responsibilities of their position.



\* This page is to be completed by the reviewer conducting this performance appraisal.

# COMPETENCY RATINGS

Rating

<b>Time Management</b>   Skills relating to time management such as scheduling, daily planning, and directing multiple work activities.	
<b>Facility Maintenance</b>   Responsibilities relating to facility maintenance such as inspecting and repairing industrial equipment.	
<b>Finance Management</b>   Tasks relating to management of financial records and oversight of project funds.	
<b>Leadership</b>   Skills relating to leadership such as general management of employees and delegation and instruction of tasks.	
<b>Supply Chain Management</b>   Tasks relating to scheduling and transport of materials to and from the facility.	
<b>Customer Service</b>   Tasks relating to customer service such as order processing, sales negotiations, and quality assurance practices.	
<b>Safety Management</b>   Responsibilities relating to safety such as conducting safety tests, certifying equipment, and instructing employees.	
<b>Total</b>   Total rating from the sum of competencies. Max total of 35.	

# REVIEWER COMMENTS

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What were some goals that were set by the employee last quarter? Were those goals achieved? Why or why not?

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\* This page is to be completed by the subject of this performance appraisal.

# SELF-COMPETENCY RATINGS

Rating

<b>Time Management</b>   Skills relating to time management such as scheduling, daily planning, and directing multiple work activities.	
<b>Facility Maintenance</b>   Responsibilities relating to facility maintenance such as inspecting and repairing industrial equipment.	
<b>Finance Management</b>   Tasks relating to management of financial records and oversight of project funds.	
<b>Leadership</b>   Skills relating to leadership such as general management of employees and delegation and instruction of tasks.	
<b>Supply Chain Management</b>   Tasks relating to scheduling and transport of materials to and from the facility.	
<b>Customer Service</b>   Tasks relating to customer service such as order processing, sales negotiations, and quality assurance practices.	
<b>Safety Management</b>   Responsibilities relating to safety such as conducting safety tests, certifying equipment, and instructing employees.	
<b>Total</b>   Total rating from the sum of competencies. Max total of 35.	

# EMPLOYEE COMMENTS

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What are your goals for the upcoming quarter and what actions will be taken to accomplish those goals?

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\*This page is to be completed by the subject and the reviewer conducting this performance appraisal.

# OVERALL PERFORMANCE

What, if any, were the major discrepancies in perceptions of performance between the reviewer and the subject? How might those issues be addressed?

Self	Reviewer

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Based upon the ratings and statements in this performance appraisal, summarize how this employee performed during the last quarter.

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How will you, the subject, address your areas where improvement is needed?

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# QUARTERLY RATINGS

	Q1	Q2	Q3	Q4
Self				
Reviewer				



**SHENANGO LLC**

## Feel Free to Contact



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