# MESTEK – Hourly Performance Appraisal

## Employee Information

• Employee Name: Victor Allen

• Department: Commercial Fabrication

• Supervisor Name: Nick

• Date of Review: 2025-06-27

## Core Performance Categories

1 – Poor | 2 – Needs Improvement | 3 – Meets Expectations | 4 – Exceeds Expectations | 5 – Outstanding

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| --- | --- | --- |
| **Category** | **Rating (1–5)** | **Supervisor Comments** |
| Feedback & Conflict Resolution | 2 | Often storms away in anger. They do not constructively grow , rather they cause more problems. |
| Communication & Team Support | 5 | Always goes beyond to help and instruct new employers. |
| Reliability & Productivity | 2 | always late, not punctual and always falls behind on meeting production standards. |
| Adaptability & Quality Focus | 4 | good under pressure, always taking lead of the team. |
| Safety Commitment | 4 | always has correct and clean ppe and workspace |
| Documentation & Procedures | 4 | great with work order and lockout procedure. |

## Performance Summary

Strengths include communication and team collaboration, adaptability and quality assurance, safety and workplace organization, technical documentation and procedures. Needs improvement in responding to feedback and resolving conflict, reliability and productivity. Overall performance score: 3.5/5.

## Goals for Next Review Period

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Sign-Offs

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_