

Performance Appraisal

Please Print

Employee Name Nathalie Wilkes Title Office Admin.

Department TASOM: INTERMODAL Employee Payroll # _____

Reason for Review Annual Promotion Peer Appraisal Unsatisfactory Performance
 Merit End of Introductory Period Other _____

Date employee began present position 12/1/06 Date of last appraisal / / Scheduled appraisal date / /

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check Rating box that indicates the employee's performance. Indicate N/A if not applicable. Assign points for each Rating within the Scale and write that number in the corresponding Points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

O – Outstanding. Performance is exceptional in all areas and is recognizable as being far superior to others.

V – Very Good. Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

G – Good. Competent and dependable level of performance. Meets performance standards of the job.

I – Improvement Needed. Performance is deficient in certain areas. Improvement is necessary.

U – Unsatisfactory. Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

N/A – Not Applicable or too soon to rate.

General Factors	Rating	Scale	Points	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	95	Nathalie shows concern for her work
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	95	Nathalie helps out with more than just what she is directly responsible for.
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	95	Nathalie is knowledgeable of all office functions
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	98	Nathalie can be counted on to complete any given task.
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	98	Never has there been an issue with Nathalie's attendance
6. Independence – The extent to which an employee performs work with little or no supervision.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	92	Nathalie is an absolutely leader

General Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points 95 Nathalie always makes SUGGESTION when OTHER OPTIONS MIGHT WORK BETTER.
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points 95 Nathalie will look FOR WORK when there IS DOWNTIME.
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points 95 NEVER A PROBLEM.
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points 90 Nathalie is willing TO COOPERATE MOST TIMES.
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input checked="" type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points 90 NEVER A PROBLEM.

Rate employee's overall performance in comparison to position duties and responsibilities.

Total Points $\boxed{1050}$ ÷ Number of Factors Rated $\boxed{11}$ = $\boxed{94}$ Overall Rating

- Outstanding 100 - 90
- Very Good 89 - 80
- Good 79 - 70
- Improvement Needed 69 - 60
- Unsatisfactory Below 60

Complete all of the following sections

- Accomplishments or new abilities demonstrated since last review _____
- Specific areas of needed improvement _____
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents _____ Number of days _____

Employee's Comments: _____

*If necessary, additional sheets may be attached.

Discussed with individual on ___/___/___ Employee's Signature* _____
*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired Yes No Follow-up Date ___/___/___

Evaluator's Signature _____ Date ___/___/___



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Norden Systems, Inc.

P.O. Box 5300
Norwalk, Connecticut 06856
203/852-5000
TLX: 965898 (NORDEN NLK)
FAX: 203/852-7698

November 4, 1988

To Whom It May Concern;

I would like to acknowledge the fact that Nathalie Parrott worked for me from April 1988 to November 1988, while employed at United Technologies, Norden Systems. During this period, she maintained the payroll records for an offsite location. Her work, both internal with confidential payroll information, as well as external, interfacing with various organizations and departments was accurate, timely, and accomplished in a professional manner. Nathalie was well organized and understood the importance of her work to Norden Systems. She handles all phases of the offsite payroll and was always willing to work late to meet deadlines or handle emergency situations.

I would strongly recommend Nathalie for any position she currently seeks and know she would be a welcome addition to any company.

Sincerely,

A handwritten signature in cursive script that reads "David R. Nelson".

David R. Nelson
Supervisor-Norden Payroll

DRN/jc



Norden Systems, Inc.

P.O. Box 5300
Norwalk, Connecticut 06856
203/852-5000
TLX: 965898 (NORDEN NLK)
FAX: 203/852-7698

November 5, 1988


To Whom It May Concern:

This is to verify that Nathalie Parrott was employed with Norden Systems, Inc. from August 1988 through November 1988. She was employed as a Payroll Assistant at a monthly base salary of \$1,541.67. Her monthly overtime average pay was \$162.19. Nathalie was a quick learner and very thorough in handling a complex inter-state payroll.

The reason for terminating her employment with Nordens was because her spouse relocated to Atlanta Georgia.

If we can be of any further assistance, please contact me at (203) 852-5199.

Very truly yours,



Neil C. Collins
Payroll Supervisor

NCC/lr



OFFICE OF THE TAX COMMISSIONER

MOTOR VEHICLE TAG DEPARTMENT

75 Langley Drive
P.O. Box 829
Lawrenceville, Georgia 30246
(404) 822-8801

KATHERINE SHERRINGTON
Tax Commissioner

CHARLES MARTIN
Motor Vehicle Tag Manager

To whom it may concern:

This is a letter of recommendation for Nathalie Parrott. Nathalie is currently employed with us in the Tag Department. She is an operator on our switchboard. This position demands a thorough understanding of operations in the Tag Dept. and a very courteous manner. Nathalie exhibits both of these qualities.

Nathalie is a very punctual person and uses her time well. She will ask for additional assignments and complete them in a prompt manner.

Nathalie's position is a seasonal job. I will regret losing her, however I would like to express the fact that she will be an asset to her new job.

If I can be of further assistance, please call me at 822-7331.

Sincerely,

Mary Jane Faucette
Revenue Service Supervisor
Gwinnett Co. Tag Office



TRI-COUNTY TRUCKING

1087 Gwens Trail
Lilburn, GA 30247
404/242-7726

May 3, 1990

Department of Motor Vehicle
Gwinnett County Tag Office
Ms. Carolyn Saxon
Branch Manager
P.O. Box 829
Lawrenceville, GA 30246

Dear Ms. Saxon,

We would like to commend Ms. Natalie Parrott for her highly professional attitude during our many conversations regarding my firm's tag purchases. She displayed concern and took every possible avenue to solve the tag problems when other tag clerks didn't have even the common courtesy to call us as promised they would do. Information regarding our tags was given to clerks on Thursday and as of Monday, we still had received no call from anyone!

If not for Ms Parrott's dedication, we would still be waiting for that "promised" telephone call.

The Gwinnett County Tag office stated they were too busy with people standing in line for tags. We too were standing in that line! Being aware of the "rush", we agreed to let the clerks call us when our tags were ready. However, we did expect our tags to be ready within the legal deadline period.

We would also like to bring attention to Ms. Betty Cole. Her help in expediting the processing of our tags is also greatly appreciated.

Once again, our gratitude and congratulations to Ms. Parrott for showing such concern and patience with our situation.

A job, indeed, well done!

Sincerely,

A handwritten signature in cursive script, appearing to read "Anne P. Tepper".

Anne P. Tepper
President

AT/ljf
cc: Ms. Natalie Parrott

CERTIFICATE
OF

EXCELLENCE



THIS AWARD IS PRESENTED TO

Nathalie Barnett

FOR

A JOB WELL DONE

Gwinnett County Tag Department
Lawrenceville Branch

DATE **MAY 4, 1990**

SIGNATURE

Carolyn Barton



March 29, 1989

To Whom It May Concern:

It has been a pleasure working with Nathalie Parrott on our AT&T Military Project. Nathalie has taken charge of the administration over several major projects related to our operation of 8700 payphones located at various military bases nationwide.

Nathalie has exhibited excellent communication and organizational skills in her duties. I highly recommend Nathalie for a responsible position in your organization and feel she will contribute to your success.

Sincerely,

R Smith

Rob Smith
General Manager
Gladwin Coin Services



Fairfield, Connecticut

Mailing Address
Post Office Box 6460
Bridgeport, Connecticut 06606-0460
(203) 371-7940

Office of the Treasurer

April 5, 1988

To whom it may concern:

Nathalie Parrot has worked with me the past eight months. She has proven to be a wonderful help - a gracious, diligent, dependable employee.

Her work for me involved accounts receivable - primarily entering the daily cash.

Sincerely,

A handwritten signature in blue ink that reads "Mary C. Decker".

Mary C. Decker,
Bursar

MD/mcd

**Sacred
Heart
University**

Fairfield, Connecticut

Mailing Address
Post Office Box 6460
Bridgeport, Connecticut 06606-0460
(203) 371-7940

Vice President and Treasurer

April 6, 1988

To Whom It May Concern:

Nathalie Parrott has been working around our office for about seven months or so, and I have noticed that she is willing to do anything for anybody - always with a smile.

I do believe that Nathalie will tackle any assignment you give her with more than the average get-up-and-go. She picks up her job duties quick, and I know she'll be a welcome addition for your company.

Cordially,



Al Sherman
Director of Accounting

Sibley's

BUFFALO • ROCHESTER • SYRACUSE

August 17, 1985

To Whom It May Concern:

Nathalie Rondot has been a sales associate in the Coat and Dress department of Sibley's at the Marketplace Mall approximately nine months. I was her supervisor four of those months. I believe she is one of the best employees in the area.

Nathalie is a very enthusiastic and aggressive person. She takes the initiative to learn about the merchandise and the best way to display it. She works with very little supervision required. She understands "the customer" and the importance of selling to her.

Nathalie takes pride in her work and strives to be the best. She has been an asset to the department and Sibley's.

Sincerely,

Kimberlee A. Zappia

Kimberlee A. Zappia
Sales Manager
Coats and Dresses
Marketplace Mall
Sibley's