

BMC Pressroom – Competency Evaluation

Name: _____ Title: _____ Emp #: _____
Manager: _____ Immediate supervisor: _____ Leadman: _____
Appraisal Date: _____ Reason for Appraisal: Annual 6 Month Probationary
Last Appraisal: _____ Other: _____

The following is an evaluation regarding the competency, awareness, and training needs for specific Pressroom employees. Our objective is to use this as a quantitative management tool to assess skill levels and plan for continual improvement through experience and effective training.

On a scale of 1-5 (1 = inexperienced; 5 = proficient), rate the following, as applicable.

Operator Level #1:

- ___ Knowledge of all safety requirements, responsibilities and equipment, i.e. safety glasses, ear plugs, personal protective equipment...etc.
- ___ Understands the importance of housekeeping and organization.
- ___ Understands the basic operator responsibilities of the set-up manual
- ___ Understands how to fill out job sheet.
- ___ Understands time clock operation and how to key parts in.
- ___ Minimal knowledge with little or no press experience. Able to run single stroke

Operator Level #2:

- ___ All aspects of Level #1 plus...
- ___ Recognizes a good part from a bad part – i.e. missing holes, gald, rust, lamination,...etc.
- ___ Basic use of the part gages.
- ___ Basic die knowledge – punches, pilots, forms, cams, lifters ...etc.
- ___ Basic die protection – channels, functions...etc.
- ___ Understands tonnage monitor – reason it is used, procedure for clearing errors and when to report.
- ___ Can pull and clean simple jobs.
- ___ Knowledge of the controls and can run progressive dies/start strips from coil.
 - ___ Minster 6 ___ Minster 7s ___ Minster 250 ___ Minster 300 ASM
 - ___ Minster 7 ___ Minster 180 (P2h) ___ Minster 300 ___ Minster 400

Operator Level #3:

- ___ All aspects of Level #1 & #2 plus...
- ___ Advanced die protection
- ___ Understands and can explain PLS switches and functions.
- ___ Can pull and clean almost all jobs.
- ___ Knowledge of the controls and can run transfer system and nut welder.
 - ___ 1000 ton ___ 1000 ton transfer ___ Nut welder

Bachman Machine Company

Performance Appraisal

INSTRUCTIONS: Using the competency evaluation form, rate the employee on the following factors:

PERFORMANCE FACTOR		Appraisal Statement (Check the one most appropriate statement for each Performance Factor) For any unsatisfactory ratings, please provide support documentation.				
Rating Level Definitions	<input type="checkbox"/> Outstanding: <input type="checkbox"/> Very Good: <input type="checkbox"/> Effective: <input type="checkbox"/> Marginal: <input type="checkbox"/> Unsatisfactory:					
	Unsatisfactory	Marginal	Effective	Very Good	Outstanding	
Job Knowledge: Understanding present job duties & related work	<input type="checkbox"/> Unable to list & describe duties & knows little about related work	<input type="checkbox"/> Able to list & describe minimum requirements of the position. Knowledge should improve with experience	<input type="checkbox"/> Can list & describe job mechanics. Routine instructions given.	<input type="checkbox"/> Has very good knowledge of job & related work. Needs little instruction.	<input type="checkbox"/> Exceptionally well-informed on all phases of work. Rarely needs instruction, even in new situations.	
Job Skills: Demonstrated skills & abilities necessary for full job performance	<input type="checkbox"/> Not able to perform job functions despite training / instruction	<input type="checkbox"/> Demonstrates minimal skills & abilities	<input type="checkbox"/> Possesses satisfactory skills & abilities to produce acceptable work.	<input type="checkbox"/> Above average competency in use of necessary skills & abilities	<input type="checkbox"/> Consistently superior use of skills & abilities	
Quality of Work: The accuracy, completeness, neatness, & effectiveness of work performed	<input type="checkbox"/> Consistently below minimum standards. Work is unacceptable. Work must often be redone.	<input type="checkbox"/> Usually meets minimum standards however, improvement is needed. Work must be redone occasionally.	<input type="checkbox"/> Produces satisfactory work. Meets all expectations of the position. Work is seldom redone.	<input type="checkbox"/> Frequently exceeds expectations. Does above average work.	<input type="checkbox"/> Consistently exceeds expectations. Does exceptional work.	
Judgment: Ability to organize & achieve logical conclusions in a timely manner	<input type="checkbox"/> Makes frequent errors in judgment	<input type="checkbox"/> Judgment adequate in routine situations.	<input type="checkbox"/> Exercises satisfactory judgment in nearly all cases	<input type="checkbox"/> Exercises good judgment & anticipates consequences of actions.	<input type="checkbox"/> Exercises exceptional judgment. Displays maturity in handling most situations.	
Dependability: Performance of job duties in the absence of direct or indirect supervision	<input type="checkbox"/> Needs constant direct supervision	<input type="checkbox"/> Needs frequent direct supervision	<input type="checkbox"/> Needs routine indirect supervision	<input type="checkbox"/> Seldom needs direct or indirect supervision	<input type="checkbox"/> Justifies utmost confidence. A self-starter. Needs no supervision.	
Adaptability / Flexibility: The ability to successfully alter activities to cope with demands of new situations that require acceptance & support. For example, being open to ideas & suggestions from others.	<input type="checkbox"/> Unable / unwilling to adapt to new situations.	<input type="checkbox"/> Shows immediate resistance & delays transition to change.	<input type="checkbox"/> Accepts the changing situation	<input type="checkbox"/> Embraces change & views it as an opportunity for positive improvement.	<input type="checkbox"/> Initiates & promotes positive change	
Initiative: Resourcefulness, self-reliance, willingness to accept & ability carry out responsibility	<input type="checkbox"/> Needs detailed instructions. Rarely develops more effective ways of handling assignments. Requires constant follow-up	<input type="checkbox"/> Demonstrates minimal initiative. Seldom exhibits creative thought. Requires some follow-up.	<input type="checkbox"/> Takes initiative to solve problems & carry out responsibility	<input type="checkbox"/> Has drive & resourcefulness to deviate from routines & make effective suggestions.	<input type="checkbox"/> Frequently makes ingenious suggestions, develops ideas & solutions to problems & follows through completely.	
Communication Skills: Ability to communicate with others orally and/or writing	<input type="checkbox"/> Written <input type="checkbox"/> Spoken Frequently unable to communicate clearly	<input type="checkbox"/> Written <input type="checkbox"/> Spoken Occasionally unable to communicate clearly	<input type="checkbox"/> Written <input type="checkbox"/> Spoken Possesses appropriate communication skills for position	<input type="checkbox"/> Written <input type="checkbox"/> Spoken Better than average ability to communicate thoughts & ideas.	<input type="checkbox"/> Written <input type="checkbox"/> Spoken Exceptional communication skills.	
Attendance: Attendance and punctuality	<input type="checkbox"/> Often absent &/or frequently tardy without good excuse	<input type="checkbox"/> Lax in attendance or reporting on time.	<input type="checkbox"/> Attendance & punctuality are satisfactory.	<input type="checkbox"/> Rarely absent or tardy.	<input type="checkbox"/> Extremely conscientious. Absent only when unavoidable.	
Relationship with People: Works harmoniously & effectively with others	<input type="checkbox"/> Has difficulty relating to others, which frequently inhibits effectiveness	<input type="checkbox"/> Relates fairly well to others, works with some better than others.	<input type="checkbox"/> Works well with others, which promotes effectiveness in carrying out duties.	<input type="checkbox"/> Gets along extremely well with others.	<input type="checkbox"/> Demonstrates outstanding interpersonal skills & abilities, which are assets on the job.	
OVERALL PERFORMANCE EVALUATION						
OVERALL RATING:	<input type="checkbox"/> Outstanding: <input type="checkbox"/> Very Good: <input type="checkbox"/> Effective: <input type="checkbox"/> Marginal: <input type="checkbox"/> Unsatisfactory:					
	<input type="checkbox"/> Outstanding: Employee exceeds the expected level of performance in most Performance Factors, most of the time. <input type="checkbox"/> Very Good: Employee exceeds the expected level of performance in some Performance Factors, some of the time. <input type="checkbox"/> Effective: Employee meets the expected level of performance in all Performance Factors, all of the time. <input type="checkbox"/> Marginal: Employee fails to meet the expected level of performance in one or more Performance Factors, some of the time. <input type="checkbox"/> Unsatisfactory: Employee fails to meet the expected level of performance in most Performance Factors, most of the time.					