

Exceeds Expectations - Team Member has went above and beyond their required duties in the last 12 months (Score=E)

Meets Expectations - Team Member has performed the jobs required of them in the past 12 months (Score=M)

Below Expectations - Team Member has not met the requirements of their job (Score=B)

COMPETENCY	ASSESSMENT CRITERIA	COMMENTS
SAFETY	Team member follows and supports Formet Industries's safety program.	
	Observes safety rules, performing work in a safe manner.	Jack does wear the appropriate PPE but has been reminded on occasion not to lift his safety glasses when trying to read. He has been told to get proper safety glasses if needed.
	Wears appropriate PPE.	
	Reports Safety concerns and identifies potential safety hazards - provides solutions and implements improvements to prevent injuries.	
Previous Review Score	Maintains a clean work environment, store items properly, picks up debris and cleans up work area (5S)	
	Supports Formet's Environmental policy and procedures.	
		Score: M
PEOPLE	Team member supports Magna Charter, Formet values and credo.	
	Maintains positive, businesslike and friendly working relationship with peers, team/area leaders and other departments.	Jack is motivated to do a good job.
	Motivated to do a good job and trusted to work without constant supervision.	Jack is encouraged to hear out the production team which may suggest prior issue to help in troubleshooting.
Previous Review Score	Supports Formet's culture of continuous improvement. Offers suggestions, is willing to try new things and assumes additional responsibilities.	Jack needs to understand the importance of informing the leadership team within 20 minutes if the issue cannot be resolved.
	Communicates effectively both verbally and listening. Keeps leader informed of potential concerns. Understands and practices good written communication.	
	Responds appropriately to coaching and feedback and is open minded to suggestions, constructive criticism and instruction/direction.	
	Attends work on a regular basis and adheres to breaks schedules. (Note the number of days absent)	
	Takes the opportunity to learn the equipment and process while it is running.	Score: M
QUALITY	Team Member protects both the internal and external customer by ensuring product quality.	
	Works to support Formet and its customer's quality standards.	Jack is encouraged to follow the instructions given to him on several occasions such as running the robot through the program so it does not get into a DCS fault. This has been reiterated several times.
	Identifies defects and takes immediate corrective actions. (completes tagging)	
	Sets high standards for personal performance. (out of zone, rejects etc.)	Jack also is encouraged to ask for help after 20 minutes if he cannot figure out what the issue is.
Previous Review Score	Supports internal audits and auditors. (first off, mid off, red herring checks)	Jack is expected to verify his work. When asked to change the Tech cable on Metform 2 fan from a 14ga conductor to a 12ga conductor he did not verify the cable was what was requested by his leadership team.
	Validates work after completion to ensure there are no negative impacts.	
	Suggests and implements solutions to improve our error proofing/detection systems.	
	Actively participates in root cause problem solving.	M