

(Company Logo)	Performance Evaluation Form for Non-Supervisor	Prepared by:
		Reviewed by:
		Approved by:

EMPLOYEE INFORMATION		
NAME	DESIGNATION	DATE HIRED
DIVISION/DEPARTMENT/GROUP	PERFORMANCE EVALUATION PERIOD: From: _____ To: _____	

READ THE INSTRUCTION VERY CAREFULLY BEFORE RATING THE EMPLOYEE

INSTRUCTIONS

1. Rate the employee's performance for the period only.
2. Accomplish the form in triplicate.
3. Under each factor in the rating form are four (4) characteristics has a point equivalent of 1,2,3 or 4, as the case may be. The order of enumeration of the characteristics under each factor is not necessarily according to points from highest to lowest or vice versa to encourage the rater to give ratings only after serious considerations.
4. Read the statements under each factor very carefully. Select the one which most nearly describes the employee being rated. Check the appropriate box in ink. Do the same for each of the eleven factors. (The corresponding point value of each checked statement shall be indicated later, using the Key Schedule of Corresponding Point Values, column II, Enclosure. And the points earned under all the eleven factors to get the total point score. Convert this to adjective rating, using the conversion table in Enclosure.)
5. The total point score and its equivalent adjective rating shall be indicated later on the spaces provided in this rating form. The rater shall sign the form on the space indicated and write the date when rating was made.
6. Base your rating on facts, not on mere impressions. The best way to obtain correct facts is to constantly and carefully observe the employee's general performance during the whole rating period not just later week or last month.
7. Adopt a definite standard for comparison of employee's in your unit doing similar and/or allied work.
8. Take plenty of time to rate the employee. Do not be influenced by prejudice or pity. The efficiency of your unit depends largely on your fair appraisal of those working under your supervision. Do not overrate your friends nor underrate those unfriendly to you. Be impartial and do not discriminate.

INTERPRETATION OF EFFICIENCY RATING

OUTSTANDING :
Performance was exceptional and deserves special commendation.

VERY SATISFACTORY :
Performance was very good but short of outstanding.

SATISFACTORY :
Performance met the standard or

ordinary requirement of the duties of the position.

UNSATISFACTORY :
Performance failed to meet the minimum performance requirements of the duties of the position.

1. QUANTITY OF WORK:

How much does the employee produce in a given time?

How rapid does the employee work?

- a. Completes exceptionally large amount of work and can handle more than one assignment at his present level.
- b. Completes more than average amount of work.
- c. Completes regular work well within a reasonable given time.
- d. Very slow and works unsatisfactorily.

2. QUALITY OF WORK:

Is he accurate, thorough and neat in his work?

Can he accomplish his work without errors?

Can he detect errors?

- a. Very careless and commits frequent errors of the same kind.
- b. Work exceptionally accurate, neat and complete in all details; no errors committed.
- c. Does very good work and seldom commits errors.
- d. Does fairly good work; makes few errors; and seldom makes the same mistake twice.

3. HABITS, CHARACTER AND INTEGRITY:

How good is his relation with his fellow employees?

Does he respect his superiors? Is he honest and truthful?

- a. Inclined to be quarrelsome, surly and touchy. Does not get along well with others. Upsets morale. Inclined to be dishonest.
- b. Normally tactful, obliging and honest.
- c. Fits easily into the group. Liked by co-employees and superiors. Honest and upright.

- d. Outstanding and a strong force for office morale. Well liked by co-employees and superiors. Has unquestionable integrity.

4. COOPERATION:

Does he work well with his fellow employees?

Is there any semblance of team or group spirit in him?

- a. Uncooperative.
- b. Gives average cooperation
- c. Cooperates willingly.
- d. Gives wholehearted cooperation.

5. APTITUDE AND ADAPTABILITY:

Consider his general fitness to his job.

Can he learn easily new methods and details of work related to his job?

- a. Somewhat slow to learn; requires frequent instructions finds difficulty in adjusting himself to new jobs.
- b. Readily adjustable to new work with brief instructions; welcomes changes.
- c. Has exceptional and unusual keenness of perception; grasps new work quickly and easily anticipates new developments.
- d. Normally able to adjust to new work after careful instructions.

6. INDUSTRY:

Does he work hard? Does he concentrate on his work?

- a. Very good worker. Steady and diligent in the performance of his job.
- b. Lazy and indifferent; does very little.
- c. Extraordinarily and exceptionally hardworking and industrious; very energetic and conscientious.
- d. Normally industrious. Generally attentive to his work.

7. RELIABILITY:

Can you depend on the employee to follow instructions?

Does he carry his full share of the responsibility?

Does he meet the deadlines and schedules?

- a. Work is acceptable; generally dependable but occasionally needs some direction.
- b. Very unreliable. Needs close and constant supervision.
- c. Very dependable under most circumstances; rarely needs checking.
- d. Exceptionally dependable at all times. Completes work assigned with minimum supervision.

8. INITIATIVE:

Is he alert and resourceful? Does he originate constructive ideas?

Does he adopt improved methods in his own work?

- a. Does regular work normally without waiting to be told; makes suggestions.
- b. Does his work without waiting for directions. Often alert to opportunities for improvement of work.
- c. A self-starter with exceptional initiative. Makes exceptionally worthwhile suggestions. Can set up new jobs where new methods and practices are required.
- d. Usually waits to be told exactly what to do. Has to be led. Does only what is required of him.

9. JOB KNOWLEDGE:

Does he know and understand the nature and details of his job?

- a. Knowledge and understanding of the job are adequate.
- b. Knowledge and understanding of the job are insufficient. Needs a lot of coaching from his immediate superior.
- c. Has thorough knowledge and understanding of almost all phases of his job.

- d. Has exceptional mastery and understanding of all phases of his job.

10. JUDGMENT:

Is he able to grasp the significance of the situation around him and draw conclusions therefrom? Does he use common sense?

- a. Cannot think for himself; Lacks self-confidence.

<input type="checkbox"/>	Actual	Points Earned
<input type="checkbox"/>		
Frequency		
Duration		
Total Average Points		

- b. Exercise excellent judgment at all times.
- c. Manifests passable judgment. Normal under all circumstances.
- d. Has better judgment most of the time. More reliable than average employee.

11. PUNCTUALITY AND ATTENDANCE (to be evaluated by HRD):

Frequency		Duration	
No. of Times Late	Points Earned	Minutes Late	Points Earned
<5x	4	<15	4
6 to 10x	3	16 to 60	3
11 to 15x	2	61 to 120	2
16 to 20x	1	121 to 180	1

Is he regular and punctual in his office attendance?

What is his attitude toward time lost from work?

Does he often go out for no good reason?

Please indicate below the corresponding points earned by the employees by his tardiness, both the duration and frequency.

Please encircle the corresponding points earned by the employee from the number of times he incurred absences.

No. of Days Absent	Points Earned
1-5 days	4
6-10 days	3
7-15 days	2
16-20 days	1

Respond to the following:

1. What are the employee's strongest point(s)?

2. What areas need to be improved most?

3. Describe any concern to be discussed with the employee.

4. Other comments and recommendations to the employee.

Recommended Action

If evaluating probationary employee

- () For regularization
- () Continue evaluation period for ____ month(s)
- () Termination

If evaluating regular employee

- () Promote to new position
Position Title: _____
- () Retain to current position

RATING:

Total Point Score Adjective Rating _____

Rated by: <u>(NAME OF IMMEDIATE SUPERIOR)</u> (Designation) Date: _____	Reviewed/Noted by: _____ HR Manager Date: _____
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Acknowledged by (I acknowledged that this evaluation was discussed to me)
Employee's Comment
_____ (Employee's Signature Over Printed Name)

Note: This performance evaluation form shall be accomplished in triplicate. One copy shall be given to the ratee and one copy shall be kept in the Department files. The original shall be forwarded to the HR Department for recording in the 201 file.