

**PERFORMANCE APPRAISAL FORM**

Name :	Date Hired:
Period Covered From :	To:
Department :	Present Salary:
Position :	Date of Last Increase:

**OBJECTIVE:**

To provide an efficient means of evaluating the job performance during the past \_\_\_ months, ensuring a link to the Corporate Goals and Objectives.

ADJECTIVAL RATING	SCORE
Outstanding	10
Above Average	7 - 9
Average	5 - 6
Below	1 - 4

**DEFINITION OF RATING:**

Outstanding	Far exceeds all expectations. Level of performance distinctly and consistently exceptional.
Above Average	Always efficient and effective in the performance of all duties. Highly competent.
Average	Performs duties at expected level.
Below Average	Below expected level. Indicates erratic performance and implies the need for improvement.

**INSTRUCTIONS : RATE THE APPRAISEE'S JOB PERFORMANCE BY INDICATING HIS/HER SCORES ( 1 - 10 ) in the space provided**

PERFORMANCE FACTORS:	Percentage (A)	Score (B)	1 <sup>st</sup> Rating (A x B)	2 <sup>nd</sup> Rating (A x B)
<b>FACTORS</b>				
<b>A. Job Knowledge - 15%</b>				
The extent by which the employees knows and understands the techniques, methods, details and nature of his/her assigned job and related duties.				
1 Possesses sufficient knowledge and experience for his /her assigned job.	5%		-	
2 Applies the knowledge and skill requirements of the job adequately.	5%		-	
3 Can instruct and assist others in performing similar and related work.	5%		-	
<b>B. Efficiency at Work - 15%</b>				
Deals with the volume of acceptable output.				
1 Accomplishes work based on expected standards.	4%		-	
2 Handles additional work aside from the regular assigned tasks whenever possible.	3%		-	
3 Accomplishes new or unfamiliar work within reasonable time.	3%		-	
<b>C. Effectivity of Work - 15%</b>				
Deals with quality, accuracy, completeness and neatness of work.				
Achievement of set goals.				
1 Submits concise, clear, neat and comprehensive reports and documents required in the job.	4%		-	
2 Maintains a well organized record files.	3%		-	
3 Delivers clear and effective oral written communication.	4%		-	
4 Produces an error-free work.	4%		-	
<b>D. Work Attitude - 10%</b>				
Concerned with the employees attitude towards his/her work. It involves his willingness to go an extra mile to meet unusual conditions, to conform to established policies, procedures, eagerness and drive in performing job demands, etc.				
1 Performs assigned work without waiting to be told.	4%		-	
2 Takes time to develop and acquire additional knowledge and skills to the job.	2%		-	
3 Accepts additional tasks and special assignments willingly.	2%		-	
4 Proposes new and innovative ideas for improving work methods and features.	2%		-	
<b>E. Defendability - 10%</b>				

PERFORMANCE FACTORS:		Percentage (A)	Score (B)	1 <sup>st</sup> Rating (A x B)	2 <sup>nd</sup> Rating (A x B)
<b>FACTORS</b>					
Refers to the degree to which the employee demonstrates integrity and does resourceful job with minimal supervision or follow up.					
1	Performs work well within expected completion time without much need for supervision or direction.	2%		-	
2	Takes up duties outside one's sphere of work if necessary even if they involve risks and problems.	2%		-	
3	Tackles and resolves effectively problems arising from the job.	2%		-	
4	Can be relied on to keep important and confidential matters.	2%		-	
5	Maintains an attitude of professional dignity and trustworthiness.	2%		-	
<b>F. Relationship with Superiors - 10%</b>					
Eagerness by which the employee extends his assistance to his superiors; openly discusses relevant matters and accepts suggestions and instructions.					
1	Cooperates with superiors, co-employees in the accomplishment of the work requirements.	4%		-	
2	Shows respect and courtesy in interacting with superiors and other employees.	3%		-	
3	Takes time to assist employees in accomplishing work.	3%		-	
<b>G. Discipline - 20%</b>					
Refers to the degree to which the employee demonstrates commitment to the company, its rules and regulations.					
1	Maintains regular work attendance.	5%		-	
2	Arrives earlier than the designated official time	5%		-	
3	Observes work hours and break periods.	5%		-	
4	Manifests proper care in the use of company equipment.	5%		-	
<b>H. Customer Relations - 10%</b>					
The manner by which the employee demonstrates principles of effective customer relations.					
1	Attends promptly to client needs and inquiries.	3%		-	
2	Displays professionalism and good manners in dealing with clients.	3%		-	
3	Handles problem situations with clients patiently and non-defensively.	2%		-	
4	Follows standard of good grooming and professional bearing.	2%		-	
<b>OVERALL RATING</b>				-	
<b>ADJECTIVAL RATING</b>					

**APPRAISOR'S COMMENTS**

**A. Appraisee's Strengths**

**B. Areas for Improvement:**

**APPRAISEE'S COMMENTS**

Recommendations (if applicable)

For Promotion to \_\_\_\_\_

For Merit increase \_\_\_\_\_

Others, specify \_\_\_\_\_

After all the items have been discussed, affix the following sigantories below:

	Name in Print	Signature	Date
Employee (Appraisee)			
Immediate Supervisor (Appraisor)			
Department Head / Executive			