

PERFORMANCE AND DEVELOPMENT EVALUATION FORM

Name of Employee
Current Position
Department
Hiring Date
Evaluation Covered From

Instruction: Rate the performance of your staff in the terms of the given standards below by putting an X or / inside the box provided besides the items to be evaluated.

LEGEND:

O Outstanding
V Very Good
G Good
F Fair
P Poor

1. EXCELLENCE	O	V	G	F	P
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Delivers quality and beyond standard output

Carries out functions systematically

Takes initiative in acquiring and mastering the skills and knowledge requirements of a position

Keep abreast of new information and expands efforts and / or on learning

2. HARDWORK	O	V	G	F	P
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Demonstrates persistence in overcoming obstacles in work and takes calculated risks to achieve results

Copes with volume of work with minimum supervision

Handles additional or special task w/o sacrificing regular work

Willingly extends works hours if necessary

3. TOTAL CLIENT SATISFACTION

O V G F P

Is courteous and pleasant to deal with at all times; maintain grace under pressure

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Provides prompt, personalized and professional service to Clients and co-workers

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Extends time and / or effort, if necessary to satisfy client and co-workers needs

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Resolves issues and complaints and takes ownership of a problem or request to the satisfaction of co-workers / clients

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Takes necessary effort to avoid any issues with the client (processes / documentation / services)

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4. LOYALTY

O V G F P

Promotes the company image

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Handles confidential information properly

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Supports the company, its activities, programs; follows rules and policies

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Puts organizational mission before one's own preference

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Aligns one's own behavior with the needs, priorities and goals of the organization

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Understands the company VMO and Core Values. Behaves accordingly to the VMO and Core values

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5. CORE VALUES

O V G F P

Accountable

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Competent

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Time Efficient

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Exceeds Expectation

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Commitment to excellence

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Pro active and innovative mindset

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Cultivates harmonious culture

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Service with a smile

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Firm and fair, yet compassionate management

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6. HONESTY

O	V	G	F	P
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Manifests personal & professional integrity

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Properly handles & safeguards company funds or resources

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Use company time or company interest

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Handles confidential information properly

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7. TEAMWORK

O	V	G	F	P
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Leads and guide co-workers in the implementation of projects & inspires others to be flexible in the different situation

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Develops and maintains effective working relationship with superiors and peers

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Respects difference in the attitude and perspective of others

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Goes out of his way to inform, help others or to meet group goals

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8. RESOURCEFULNESS AND COST CONCIOUSNESS

O	V	G	F	P
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Adopts alternative ways & means to accomplish a task with less waste or cost

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Exercise care to avoid rework or wastage /utilizes efficiently available resources to produce high quality output

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9. BIAS FOR ACTION

O	V	G	F	P
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Works promptly on regular assignments and new tasks

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Shows concern by taking initiative

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Observes priorities; attends to more important things first

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Fulfills commitment on time

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10. ATTENDANCE & PUNCTUALITY

O	V	G	F	P
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Shows concern to time lost

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Attends required meetings & seminars on time

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Attends other company activities on time

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Avoiding lates / absences

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FOR ADMIN USE ONLY:

RATING

No. 1	
No. 2	
No. 3	
No. 4	
No. 5	
No. 6	
No. 7	
No. 8	
No. 9	
No. 10	
TOTAL	

A. IMMEDIATE SUPERIOR COMMENT/S AND SUGGESTION/S

ON PERFORMANCE

DEVELOPMENTAL ACTIONS RECOMMENDED

FULL NAME & SIGNATURE

DATE

EMPLOYEES COMMENT/S

ON AREAS OF STRENGTH

ON AREAS OF WEAKNESS

MANAGEMENT & ADMIN COMMENT/S AND SUGGESTION/S

AREAS FOR IMPROVEMENT	CITE INCIDENTS	WHAT CAN BE DONE

FULL NAME & SIGNATURE

DATE

PRESIDENT OVER-ALL COMMENT

FULL NAME & SIGNATURE

DATE