



PERFORMANCE APPRAISAL FORM

(From Ranks : Assistant Manager to First Vice President)

HRMD-PAF

For the Period : _____

04.01.2019

Name: _____	ID. No.: _____
Position: _____	Div./Dept.: _____
Date Hired: _____	Company: _____

INSTRUCTIONS: Please rate the employee according to the given criteria/factors using the point rating scheme shown.

Description	EQUIVALENT PERFORMANCE LEVEL	POINT RATING	SCORECARD RATING
Performance is outstanding in all areas of position responsibilities. Ready for greater responsibilities.	OUTSTANDING	5	95% - 100%
Performance exceeds expectations in most areas of position and shows potential for greater responsibilities.	VERY SATISFACTORY	4	85% - 94%
Performance is sound and reliable, produces result consistent with expectations, and fulfills the minimum standards set.	SATISFACTORY	3	75% - 84%
Performance is deficient in several areas of position responsibilities and falls short of achieving primary goals and objectives.	NEEDS IMPROVEMENT	2	65% - 74%
Performance consistently fails to meet job expectations.	UNACCEPTABLE/UNSATISFACTORY PERFORMANCE	1	55% - 64%

Kindly discuss the performance evaluation with the concerned personnel/officer.

CRITERIA	POINT RATING				
	Outstanding	Very Satisfactory	Satisfactory	Needs Improvement	Poor
	5	4	3	2	1
1 Leadership					
2 Management Effectiveness (Planning, Organizing, Directing, Controlling and Decision Making)					
3 Work Attitude (Character, Behavior, Honesty & Integrity)					
4 Quality of Work / Attainment of Targets					
5 Client / Contractor handling (business partners)					
6 Communication (Speaking, Listening & Writing)					
7 Observance of company rules & regulations					

(use back page if more space is needed for comments)

Total Rate of All Factors: _____
Average Performance Rating for Period: _____

Capacity to Develop (Development plan to leverage strengths)

What specifically are the factors that will help the progress of the employee? (Development plans to address areas for improvement)

Appraiser's / Evaluator's Additional Comments and Recommendations::

Appraisee's Comments

(use back page if more space is needed for comments)

APPRAISER: THIS IS MY EVALUATION OF THE EMPLOYEE'S PERFORMANCE **APPRAISEE: THIS EVALUATION HAS BEEN REVIEWED AND DISCUSSED WITH ME.**

Appraiser's Signature over Printed Name: _____	Appraisee's Signature over Printed Name: _____
Date: _____	Date: _____

FOR HRMD USE ONLY: _____ _____ _____	Noted and Approved by: <p style="text-align: center;">JEANETTE MICHELLE S. CAPATI FAVP-HRD</p>
---	--