**PERFORMANCE EVALUATION REPORT**

FOR TECHNICAL SALES EXECUTIVES

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| **EMPLOYEE’S PROFILE** | |
| EMPLOYEE: | SBU/DEPARTMENT: |
| POSITION TITLE: | PERIOD COVERED: |
| **INSTRUCTIONS TO THE RATER/S** | |
| 1. Follow the guidelines/schedule contained in the memorandum which is made an integral part hereof.  2. Rate your subordinate on each of the rating factors.  3. Initial (sign) all alterations/erasures.  4. HR shall compute for the overall rating of the employee. | |

**PART 1 (80%)**

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| **RATING CODES AND DEFINITION** |
| **P5** 121% and above  **P4** 106% – 120 %  **P3** 96% - 105%    **P2** 71% - 95%  **P1** 41% - 70%  **P0**  40% and below |

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| **BALANCED SCORECARD** | **WEIGHT** | **SCORE** | **RATING IN PERCENTAGE** | | |
| 1. **FINANCIAL** | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | | |
| **2. BUSINESS PROCESS** | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | | |
| **3. CUSTOMER** | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | | |
| **4. LEARNING & GROWTH** | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | \_\_\_\_\_\_\_% | | |
| **TOTAL** | **100%** |  | Total Score:  \_\_\_\_\_\_% | Rating:  P\_\_\_\_\_\_ |

**PART 2 (20%)**

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| **RATING CODES AND DEFINITION** |
| **P2** Performance Usually Meets Job Requirements  **P1** Performance Sometimes Meets Job Requirements  **P0** Performance Needs Improvement    **P5** Very Exceptional Performance  **P4** Performance Exceeds Job Requirements  **P3** Performance Consistently Meets Job Requirements |

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| **RATING FACTOR / DEFINITION** | **RATING** |
| **1. TECHNICAL COMPETENCE**  The extent by which the employee knows the full scope of his/her job, understands details, procedures of assigned tasks and able to apply/demonstrate the same in his/her function. The level of proficiency with which the assigned tasks are handled and executed. |  |
| **2. WORK QUALITY**  The ability to meet required correctness, accuracy, completeness, orderliness and neatness of work. The ability to meet work standards the first time, without need for correction and re-work. |  |
| **3. CUSTOMER SERVICE**  The level of courtesy, promptness and care in providing services to internal and external clients; the willingness to perform assigned tasks that will enhance the company’s ability to attract, maintain and satisfy its clients. |  |
| **4. DEPENDABILITY/RELIABILITY**  Degree to which employee can be depended upon to carry out instructions, be on the job, and perform assigned tasks with acceptable results; the ability to work with minimum supervision. |  |
| **5. PERSONAL MASTERY**  The ability to identify and manage one's strengths and weaknesses, emotions/ feelings (e.g. maintain composure, clarity and focus in all situations, drive one's thoughts and actions in a positive direction, commit to a course of action, despite feelings to the contrary, demonstrate willingness to make tough decisions and take accountability for them, ability to bounce back from a challenging situation) |  |
| **6. INTERPERSONAL RELATIONS**  The ability to relate and communicate effectively with co-employees and clients in order to accomplish set goals, and to contribute to a productive, healthy work environment. |  |
| **7. TEAMWORK**  The extent of cooperation and joint action with management/supervising officers & co-employees to achieve business objectives. The willingness to help others in order to achieve the department’s objectives. |  |
| **8. RESPECT FOR AUTHORITY**  Adherence to company policies, rules and regulations, and general business decorum. The extent to which the employee supports and manifests the company’s mission, vision and values. |  |
| **9. RESOURCEFULLNESS/EFFICIENCY**  Attainment of results with the least expenditure of time, resources, funds and equipment. The ability to suggest improvements in work procedures to enhance the delivery of services to internal/external clients, to reduce the company’s operating costs. |  |
| **10. JUDGMENT**  The extent by which decisions at work are made based on facts, objective and sound reasoning, and concern for the company’s welfare. |  |
| **AVERAGE RATING**  (To be filled up by HR) |  |

1. Does the employee need improvement in his present job? 🞏 Yes 🞏 No

If Yes, in what areas?

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2. Will training help in improving his/her performance? 🞏 Yes 🞏 No

If yes, what training program/s do you recommend?

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### POTENTIAL FOR GROWTH

### (To be filled up during the year-end evaluation)

1. How much potential for growth/advancement has the ratee shown?

🞏 Very High 🞏 Average

🞏 High 🞏 Very Little

2. Would you consider this employee for promotion in the future? 🞏 Yes 🞏 No

If yes, what position

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If No, what personnel movements/career step/s do you recommend?

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3. Will developmental program/s help in developing this employee’s potential? 🞏 Yes 🞏 No

If Yes, indicate specific developmental program/s.

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4. Other Comments:

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| Immediate Supervisor | SBU/Department Head |
| Signature over Printed Name and Date | |

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| Ratee’s Comments/Acknowledgment of Discussion of Rating with Superior/s | Ratee’s Signature & Date |
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