**PERFORMANCE REVIEW**

**Employee Information**

Employee Name: ${employeename}

Department: ${department}

Period of Review: ${period}

Date of Review: ${reviewdate}

**Direction:** Use the following rating interpretation during your observation. Write the number that corresponds to your rating.

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| --- | --- |
| **RATING** | **INTERPRETATION** |
| **5** | **EXCELLENT.** The required attributes/behaviors are observed all the time or condition is very extensive and functioning perfectly. |
| **4** | **SUPERIOR OR VERY GOOD.** The required attributes/behaviors are observed most of the time or condition is moderately extensive and functioning well. |
| **3** | **GOOD.** The required attributes/behaviors are observed sometimes or condition is met and functioning adequately. |
| **2** | **FAIR.** The required attributes/behaviors are observed rarely or condition is limited and functioning minimally. |
| **1** | **POOR.** The required attributes/behaviors are not observed or condition is limited and functioning poorly. |

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| --- | --- |
| **PERFORMANCE EVALUATION** | **RATING** |
| Job Knowledge (Kaalaman sa Trabaho) The employee has a proper understanding of his job and responsibilities | ${jobknowledge} |
| Productivity (Pagiging Produktibo) The employee is able to reach quota limits and is able to finish tasks assigned to him/her promptly | ${productivity} |
| Work Quality (Kalidad ng Trabaho) The employee produces work that is satisfactory to the standards of the employer | ${workqual} |
| Technical skills (Teknikal na Kasanayan) The employee has sufficient technical skills to perform his/her work | ${techskills} |
| Work Consistency (pagkakapare-pareho ng Trabaho) The employee’s quality of output is consistent throughout his/her work | ${workcons} |
| Enthusiasm (Sigasig) The employee is enthusiastic in performing his/her work | ${enthusiasm} |
| Cooperation (Kooperasyon) The employee cooperates well with his/her co-employees | ${cooperation} |
| Attitude (Pag-uugali) The employee is agreeable and fosters a healthy work relationship with his/her co-employees | ${attitude} |
| Initiative (Pagkukusa) The employee takes charge of his work and is willing to get things done. | ${initiative} |
| Creativity (Pagkakamalikhain) The employee is able to generate ideas that may be useful in solving problems and communicating with others. | ${creativity} |
| Punctuality (Pagbibigay ng Oras) The employee arrives and leaves the workplace on time. | ${punctuality} |
| Attendance (Pagdalo) The employee is present and regularly attends work | ${attendance} |
| Dependability (Pagiging Maaasahan) The employee is trustworthy and can be relied on | ${dependability} |
| Communication Skills (Kakayahan sa Pakikipag-usap) The employee is able to communicate well with others | ${commskills} |
| **Overall Rating** | ${overall} |

**NARRATIVE REPORT**

Instructions: Write the narrative report using English or Filipino only. Use a separate sheet if necessary.

1. Observations on the Employee’s relationship with the management and his/her co-employees

- ${relObs}

2. Observations on the Knowledge of the Employee with regards to his/her job

- ${knoObs}

3. General Observations

- ${genObs}

Evaluator: ${evaluator}

Date and Time: ${reviewdate}

HR Manager: ${hrmanager}

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_