# PERFORMANCE APPRAISAL

**Name of Appraisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appraisal Period From: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_**

**Confirmation** **Monthly Review** **Quarterly Review**  **Half Yearly Review**

##### Name and Designation of Appraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nature of Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of this evaluation is to communicate clearly to the individual evaluated how well he/she is meeting expectations for a person at his/her level. \*You are required to support your rating with comments in the spaces provided for each category. For statements that do not apply to the person being evaluated, please mark, “Not Applicable” (NA). Comments should be specific (including examples) and explanatory. If your evaluation and recommendations cannot be adequately covered in the space provided, you should prepare an attachment to this appraisal form. This form should be reviewed by the next level of authority, before discussion with the person being evaluated.

\*Please refer to the goals set during the previous appraisal period, as you conduct your assessment.

Performance for each category is graded into the following:

***Outstanding* 5 points *Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.***

***Very Good* 4 points *Performance is consistent and exceeds expectations.***

***Good* 3 points *Performance is consistent. Clearly meets job requirements.***

***Fair* 2 points *Performance is satisfactory. Meets minimum requirements of the job.***

***Needs***

***Improvement* 1 point *Performance is inconsistent. Meets requirements of the job occasionally.***

***Unsatisfactory* 0 point *Performance does not meet minimum requirements of the job.***

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| **PART I- CUSTOMERS** | | Outstanding | Very  Good | ***Good*** | | | ***Fair*** | | | | ***Needs Improvement*** | | | | | ***Unsatisfactory*** | | ***Not***  ***Applicable*** | | | |
| **Customer**  **Focus** | 1. Places high priority on achieving customer satisfaction (both internal and external customers) | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| Displays effective negotiation skills with both suppliers, customers and internal staff | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| PART II- EMPLOYEES | |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Staff Training and Welfare** | 1. Demonstrates an interest in the career development of staff within the department | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Is pro-active in training new hires and less experienced staff | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Interpersonal/ Facilitation of Teamwork** | 1. Strives to develop good relations with other departments | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Ensures teamwork and co-operation amongst staff | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Displays effective interpersonal skills | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| Comments | |  |  |  | | |  | | | |  | | | | |  | |  | | | |
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|  |  | Outstanding | Very  Good | ***Good*** | | | ***Fair*** | | | | ***Needs Improvement*** | | | | | ***Unsatisfactory*** | | ***Not***  ***Applicable*** | | | |
| **Communication Skills** | 1. Communicates and presents information effectively | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **PART III DISCIPLINE** | |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Policies** | 1. Punctual in office timing,   discipline related to office code, process and general policies | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  | |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| PART IV PRODUCTS AND SERVICES | | |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Job Knowledge/**  **Technical Skills** | 1. Keeps current about industry developments | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Displays a high level of technical competence in job area | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Work Attitude** | 1. Displays commitment to personal and career development | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Plans and organizes work effectively | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
| 1. Is proactive and displays initiative | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
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|  |  | Outstanding | Very  Good | ***Good*** | | | ***Fair*** | | | | ***Needs Improvement*** | | | | | ***Unsatisfactory*** | | ***Not***  ***Applicable*** | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Quality Mindset** | 1. Ensures that work performed in the department is accurate and of high quality | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **Safety** | 1. Ensures careful work habits that comply with safety requirements in his department | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | NA | | | |
|  | |  |  |  | | |  | | | |  | | | | |  | |  | | | |
| **PART V TECHNOLOGY** | |  |  |  | | |  | | | |  | | | | |  | | |  | | |
| **Process Improvement** | 1. Seeks to continually improve processes and work methods | 5 | 4 | 3 | | | 2 | | | | 1 | | | | | 0 | | | NA | | |
|  |  |  |  |  | | |  | | | |  | | | | |  | | |  | | |
| **PART VI MANAGEMENT** | |  |  |  | | |  | | | |  | | |  | | | |  | | |
| **Decision Making** | Exhibits sound judgment when making decisions | 5 | 4 | 3 | | | 2 | | | | 1 | | | | 0 | | | NA | | | |
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| **Problem Solving** | 1. Helps resolve staff problems on work-related matters | 5 | 4 | 3 | | | 2 | | | | 1 | | | | 0 | | | NA | | | |
| 1. Handles problem situations effectively | 5 | 4 | 3 | | | 2 | | | | 1 | | | | 0 | | | NA | | | |
| Comments | |  |  |  | | | | |  | |  | | | | |  | | |  | | |
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|  |  | Outstanding | Very  Good | ***Good*** | | | | ***Fair*** | | | ***Needs Improvement*** | | | | ***Unsatisfactory*** | | | ***Not***  ***Applicable*** | | | |
| **Goal**  **Orientation** | 1. Sets realistic goals and is responsible for meeting them | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
|  |  |  |  |  | | | |  | | |  | | | |  | | |  | | | |
| **Leadership /Motivation of Staff** | 1. Is a positive role model for subordinates | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
| 1. Motivates staff to perform better in all areas | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
| 1. Delegates responsibilities to subordinates effectively | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
| 1. Ensures staff receive timely feedback | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
|  |  |  |  |  | | | |  | | |  | | | |  | | |  | | | |
| **PART VII FAIRNESS** | |  |  |  | | | |  | | |  | | | |  | | |  | | | |
| **Integrity** | 1. Demonstrates integrity and good work ethics in the company’s best interest | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
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| **Dependability/ Responsibility** | 1. Demonstrates ability to assume and discharge responsibility | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
| 1. Is adaptable and willing to accept new responsibilities | 5 | 4 | 3 | | | | 2 | | | 1 | | | | 0 | | | NA | | | |
|  |  |  |  |  | | | |  | | |  | | | |  | | |  | | | |
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**Grading**

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| --- | --- |
| 🞎 90%- 100% | **Outstanding**  Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards in all job requirements. |
| 🞎 71%-89% | **Good**  Performance is consistent, and exceeds expectations in all situations. |
| 🞎 51%-69% | **Fair**  Performance is satisfactory. Meets requirements of the job. |
| 🞎 41%-50% | **Needs Improvement**  Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for most problem areas. |
| 🞎 0%-40% | **Unsatisfactory**  Performance does not meet the minimum requirements of the job. |

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| **Evaluation** |  | ***Formula*** | ***Grade*** |
| *Total Score* | | Total Scores X 100 %  Number of Questions Answered X 5 |  |

**PMS2 FormulaGrowth and Development**

(i) List the appraisee’s strengths

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(ii) List the areas for improvement

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(iii) What specific plans of action, including training, will be taken to help the appraisee in their current job or for possible advancement in the company?

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**Achievement**

(i) Describe the appraisee’s areas of additional responsibilities and/or other work-related achievements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendations**

 Termination  Consider for merit increment

 Extension of probation  Transfer to other types of work

 Suitable for confirmation  Ready for promotion

(w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Has potential for promotion, but not ready now

 Normal increment of S$\_\_\_\_\_\_\_\_  others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No salary increment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Remarks:

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Signature of Appraiser Date

**HUMAN RESOURCE DEPARTMENT’S USE**

Present Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Last Increment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of HOD Date