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AND ENTERPRISES (PHILIPPINES), INC.

2015 EMPLOYEE PERFORMANCE REVIEW

Employee Name:
Position Title:
Department:
Reviewer:

Immediate Supervisor:
Immediate Supervisor Position Title:
2nd Level Supervisor:
2nd Level Supervisor Position Title:

Period covered in this review:
Review Date:
Note: Review date must not be before or within the review period covered.

Performance Review	Employee's Self-Rating	Reviewer's Rating
Dedication to Excellence (15%)		
This employee displays a positive, "can-do" attitude and he/she doesn't stop at "NO."		
This employee is resourceful and is able to find means to work around challenges if only to get the work done on time.		
This employee is creative – he/she develops multiple options to "get the job done."		
This employee demonstrates good industry and technical knowledge in the field or work that he is in and is able to apply this knowledge effectively in his work.		
This employee is performance-conscious and makes sure he/she doesn't do the same mistake twice.		
Proactiveness (15%)		
This employee promptly communicates to immediate supervisor whenever he/she sees that there is an issue in a project or in a process.		
This employee points out and raises to immediate supervisor or appropriate authority matters that he/she thinks affects his/her productivity and that of his/her team mates, and offers solutions or possible courses of action (rather than just merely pointing it out)		
Teamwork (Demonstrates ability to work with others) (15%)		
This employee pitches in as an active team member;		
This employee respects the opinions of others.		
This employee develops trust and credibility with team members; settles problems without alienating team members.		
Communication (15%)		
This employee communicates professionally in written and verbal communications. Communicates in a way that is sensitive to the recipient and is not offensive (sensitivity is seen in choice of words and tone of voice.)		
This employee has ability to communicate effectively, clearly, concisely, appropriately with peers, management, subordinates and customers.		
This employee balances talking and listening.		
Reliability (15%)		
This employee demonstrates ability to identify, formulate, and solve problems independently.		
This employee shows genuine concern to his/her productivity and that of the team in general by finding solutions to issues that come up and does not wait on somebody else to fix the problem.		
This employee shows effort to understand the process thoroughly by asking questions and by doing so he/she is able to work without a need for close supervision.		



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(Timeliness) This employee prioritizes tasks to meet schedules and deadlines. Completes assignments on time.		
Professionalism (15%)		
This employee demonstrates an understanding of professional and ethical responsibilities. (e.g., complies with all company policies)		
This employee thinks rationally and is able to make effective and reasonable decisions despite of any difficult personal circumstances.		
This employee maintains a good attendance record. Can be relied on to come to work regularly. Manages the use of time off credits well. Comes to work on time and returns to work from breaks as scheduled.		
Flexibility to Change and Continuous Improvement (10%)		
This employee accepts change and the need for lifelong learning: Views change as an opportunity to improve performance and productivity;		
This employee asks questions whenever there are changes in processes in the department and company wide, and seeks full understanding of the rationale behind these changes.		
This employee addresses his/her concerns about the changes via correct channels (through immediate supervisor or through HR).		
This employee is able to cope up and eventually work as effectively after a change in processes or work circumstances.		
This employee does not react negatively and defensively to any change that is introduced and never displays rebellious behavior.		
	<i>Average:</i>	
	<i>Weights (20% from employee self rating, 80% from reviewer rating)</i>	
	<i>Total Weighed Score:</i>	

Employee Achievements Within the Review Period	
Employee	Reviewer

Employee's Strengths	
Employee	Reviewer



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Employee's Areas of Improvement

Employee

Reviewer

Goals in the Next Review Period

Employee

Reviewer

EVALUATION SCORES AND RECOMMENDATION

Employee's Total Weighed Average Score:

Employee's Final Rating:

Recommendation:

Recommendation Effective Date:

Next Evaluation Date:

Reviewer's Other Remarks:

SCORING MATRIX The minimum acceptable rating for continued employment is Good (Meets expectations).

8.00 - 10.00	Excellent (Exceeds expectations)
5.00 - 7.99	Good (Meets expectations)
3.00 - 4.99	Fair (Improvement needed)
1 - 2.99	Poor (Unsatisfactory)

ACKNOWLEDGMENT

Reviewer/Immediate Supervisor Acknowledgment

I have discussed the performance review document with the employee and advised the employee of his/her overall rating.

2nd Level Supervisor Acknowledgment

I have reviewed and approved the performance review document and overall rating.

Employee's Acknowledgment

The performance review document has been discussed with me. My signature means that I have been advised of and fully understand my performance status.

Name and Signature of Reviewer/Immediate Supervisor / Date Signed

Name and Signature of 2nd Level Supervisor / Date Signed

Name and Signature of Employee / Date Signed