**JC WORLDWIDE FRANCHISE INC.**

**HUMAN RESOURCE DEPARTMENT**

**EMPLOYEE PERFORMANCE EVALUATION**

**(Managerial and Supervisorial level)**

**PART I: EMPLOYEE INFORMATION**

Name of Employee: ABENOJA, MICHELLE B. Department: OPERATIONS

Position: OPERATIONS MANAGER Date Hired: MAY 26, 2018

Period of Time in current position: 1 YEAR

No. of years in the Company: 1 YEAR

Appraisal Period: NOVEMBER 26, 2018 – MAY 26, 2019 Date Appraised: \_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS:**

1. Evaluate the individual’s performance based on the following factors by encircling the corresponding rating. In the space provided, brief notes, observations and comments can be written or attached objective evidence (documentation) to serve as reminders during the performance discussion.
2. Use a current job description and/or rate the person’s level of performance on the assigned task given.

**PART II: PERFORMANCE EVALUATION**

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| **RATING** | **PERFORMANCE ASSESSMENT** | **EQUIVALENT RATING** | **SCORE** |
| 5 | Contributions have tremendous and consistently positive impact and value to the department and or the organization. May be unique, often one-time achievements that measurably improve progress towards organizational goals. Easily recognized as a top performer compared to peers. Viewed as an excellent resource for providing training, guidance, and support to others. Demonstrates high-level capabilities and proactively takes on higher levels of responsibility. | OUSTANDING PERFORMANCE (O) | 95%-100% |
| 4 | Consistently demonstrates high level of performance. Consistently works toward overall objectives of the department and or organization. Viewed as a role model in the position. Demonstrates high levels of effort, effectiveness, and judgment with limited or no supervision. | Very Good Performance (VG) | 86% – 94% |
| 3 | Consistently demonstrates effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work. Contributes to the overall objectives of the department and or the organization. Achieves valuable accomplishments in several critical areas of the job. | Good Performance (G) | 80% – 85% |
| 2 | Working toward gaining proficiency. Demonstrates satisfactory performance inconsistently. Achieves some but not all goals and is acquiring necessary knowledge and skills. | Fair Performance (F) | 75% – 79% |
| 1 | The quality of performance is inadequate and shows little or no improvement. Knowledge, skills, and abilities have not been demonstrated at appropriate levels. | Poor Performance (P) | 74% and below |

1. **TECHNICAL FACTORS**   **R A T I N G**
2. **JOB KNOWLEDGE AND SKILLS** – Evaluate the employee’s familiarity with all phases  **5 4 3 2 1**

and details of the job. Take into consideration how well the individual grasps new methods,

rules, systems or techniques and be able to apply it into the job in a short span of time.

REMARKS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **QUALITY OF WORK** – Evaluate the employee’s accuracy, thoroughness and reliability in the  **5 4 3 2 1**

performance of his job. Include the employee’s ability to produce high quality of work with good

Attention to details.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **QUANTITY OF WORK** – Evaluate the employee’s ability to produce large amount / volume  **5 4 3 2 1**

of work efficiently

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **PROBLEM SOLVING** – Evaluate the employee’s ability to identify problem areas, gather facts  **5 4 3 2 1**

and arrive at appropriate solutions.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **CORE VALUES**
2. **COMMITMENT**-Make things happen by creatively maximizing our resources to ensure **5 4 3 2 1**

each others success. Evaluate the employees’ tendency towards self-initiated actions

without waiting for instructions

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **ACCOUNTABILITY**-The obligations of an individual or organization to account for its activities, **5 4 3 2 1**

accept responsibilities for them and to disclose the results in a transparent manner.

Makes carefully weighed decisions and accepts consequences for action and willingness to assume

Responsibility.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **RESPONSIVENESS**-The quality of reacting quickly and positively. **5 4 3 2 1**

Strive to be the best, not just better or good enough. Have the highest chance of becoming

Productive. Paying attention, care enough about what he or she is talking about, no waiting time.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **TRUSTWORTHY**– Honesty in everything you do; Take into consideration the employee’s willingness **5 4 3 2 1**

to put company interests above self-interest. Be reliable and keep your word. When you say that you

will do something for someone, then do it. Make good friends with Manager/ Supervisor, Colleagues,

Subordinates Clients and Customers.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **TEAMWORK AND COOPERATION** – The process of working collaboratively with a group of **5 4 3 2 1**

people in order to achieve the common goal. Always seeks ways to continuously improve

existing procedure or process to prevent recurrence of problems. Actively participates

in any problem solving activities with his team and uses these opportunities to coach and

guide his staff. Proactively working together and being accountable to each other to achieve

our goal. Has a positive approach towards work, company policies and people.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **POLICY-ORIENTED FACTORS**
2. **ADHERENCE TO COMPANY RULES & REGULATIONS** – Evaluate the employees’  **5 4 3 2 1**

conformity to company rules and regulations and policies.

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **ATTENDANCE & PUNCTUALITY** – Consider the employee’s absences and tardiness based on  **5 4 3 2 1**

Attendance reports

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **LEADERSHIP-ORIENTED FACTORS**

Knowledge and capabilities affecting Leadership skills/style, performance, output and his/her team.

**RATING EQUIVALENT RATING**

5 Models the way

4 Always exhibits competency

3 Exhibits competency most of the time

2 Exhibits competency half of the time or occasionally

1 Does not exhibits competency

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Factor** | **Score** | **No.** | **Factor** | **Score** |
| 1 | Product / Technical Knowledge |  | 9 | Delegation skills |  |
| 2 | Energy, Determination and Work rate |  | 10 | Communication skills |  |
| 3 | Problem solving and Decision making |  | 11 | Reporting and Administration |  |
| 4 | Adaptability, flexibility, and mobility |  | 12 | Creativity |  |
| 5 | Planning, budgeting and forecasting |  | 13 | Steadiness under pressure - Composure |  |
| 6 | Time Management – Meeting deadlines and commitments |  | 14 | Corporate responsibility and Professional ethics |  |
| 7 | Commercial Judgment |  | 15 | Personal appearance and image |  |
| 8 | Team working and developing others |  |  |  |  |

**OVER-ALL ASSESSMENT**

**METHOD OF CALCULATING SCORE = Total Points Scored X 100**

**130**

**NOTE:** Each factor is given a maximum of 5 points, in the event where one or several factors have been rated “N/A”, 5 points for each factor shall be subtracted from the denominator. (e.g, if 2 factors are N/A, then deduct 10 points from 45, hence the denominator shall be 35 points only.)

**EMPLOYEE SCORE = \_\_\_\_\_\_\_\_\_ X 100 =**

**EQUIVALENT RATING =**

**RECOMMENDATION FOR** **Effective Date**

Confirmation of Service to Contractual Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of Service to Probationary Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of Service to Regular Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion

Change in the position/Transfer *(Dept. Section, Area)*

End of Contract/Dismisal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others (specify) ANNUAL EVALUATION

1. **PART III: A- RECOMMENDATION FOR PERFORMANCE DEVELOPMENT**
2. Identify the employee’s strengths and other areas for improvement

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1. Necessary steps to improve employee’s performance

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1. Training needs of the employee

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**Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Conformed by:** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**B-** **SELF ASSESSMENT–** Applicable to those employee under Probationary employment status.

**(*To be filled-up by Appraisee)***

1. What is your understanding of your main duties and responsibilities?

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1. What element or part of your job that you find most difficult?

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1. What element/ part of your job interest you the most? And least?

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1. What do you consider your most important achievement/s from past months/year? You can specify specific task/s.

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1. What are your aims/goals/objectives/tasks for the coming months/year?

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1. What action could be taken to improve your performance in your current position by you? And by your boss? You may indicate personal strength and passions you would like also to develop that can benefit you and your work.

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1. What kind of work or job do you like to be doing in the following months/ year?

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**ACTIONS TAKEN BY HRD *(if any)***

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**NOTED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Head