

# EMPLOYEE EVALUATION FORM

NAME: ZAPHAIRE M. LELIS

DATE: APRIL 27, 2024

DEPARTMENT: INFORMATION TECHNOLOGY

POSITION: IT SERVICE DESK ANALYST

## Instructions:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place "1 is the lowest and 5 is the highest" mark on each rating scale, over the descriptive phrase describes the person being rated.

**ACCURACY** is the correctness of work duties performed.

- Requires absolute minimum of supervision; is almost always accurate. 4

**ALERTNESS** is the ability to grasp instructions, to meet challenging conditions and to solve novel or problem situations.

- Exceptionally keen and alert. 5

**FRIENDLINESS** is the sociability and warmth which an individual imparts in his attitude toward customers, other employees, his supervisor and the persons he may supervise.

- Extremely sociable; excellent at establishing good will. 5

**PERSONALITY** is an individual's behavior characteristics or his personal suitability for the job.

- Outstanding personality for this job. 4

**ATTENDANCE** is faithfulness in coming to work daily and conforming to work hours.

- Always regular and prompt; volunteers for overtime when needed. 4

**HOUSEKEEPING** is the orderliness and cleanliness in which an individual keeps his work area.

- Unusually neat, clean and orderly. 5

**DEPENDABILITY** is the ability to do required jobs well with a minimum of supervision.

- Requires absolute minimum of supervision. 5

**DRIVE** is the desire to attain goals, to achieve.

- Sets high goals and strives incessantly to reach these. 5

**JOB KNOWLEDGE** is the information concerning work duties which an individual should know for a satisfactory job performance.

- Has complete mastery of all phases of jobs. 5

**QUALITY OF WORK** is the amount of work an individual does in a work day.

- Very industrious; does more than is required. 4

**STABILITY** is the ability to withstand pressure and to remain calm in crisis situations.

- Thrives under pressure; really enjoys solving crises. 5

**COURTESY** is the polite attention an individual gives other people.

- Inspiring to others in being courteous and very pleasant. 4

**OVERALL EVALUATION** in comparison with other employees with the same length of service on this job.

- Outstanding 5

Rated by:   
Noel Beronilla

(Name)

Information Technology Supervisor

(Title)

A copy of this Report has been given to me and has been discussed with me.

  
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(Employee's Signature)

April 28, 2024  
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(Date)