

# Performance Rating Form

I. EMPLOYEE INFORMATION		
Employee Name: Kim Christine S. Boja	Job Title: Processor	
Supervisor/Reviewer: Ma. Jun A. Cinco	Review Period From: November/9/2022 To: December/ 9/2022	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Initially, there aren't many mistakes, but she quickly made adjustments to her work. Consequently, they completed their work promptly.
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She always arrives on time. Never arrived late to work.
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	They put in extra time with her team to fulfill the deadline. And because they are good with technology, they successfully completed their task.
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She demonstrated her outstanding communication abilities during work. She really proved that she graduated with flying colors.
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She always suggested effective and sensible solution when there are complications.
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She took action on her own to speed up their job, she provided them a printer for fast production of documents. And if there is a problem, she is never reluctant to ask her elders or seniors for advice.
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Because they collaborate, they completed their tasks ahead of schedule.

### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations Needs improvement <input type="checkbox"/> Unacceptable	As a recent graduate, she constantly sought advise on how to perform better. In fact, she adapted to her new position right away.
<b>Training &amp; Development:</b> <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Never held back from asking her co-workers about job assignments or where and what should be done while working. She enjoys hearing criticism because it helps her perform better.

### IV. PERFORMANCE GOALS

Set objectives and outline steps to improve in problem areas or further employee development.

Keep striving for the best. Search for a better solution if there is an inconvenience. May you succeed in your dreams as a result of your good performance.

### V. OVERALL RATING

<input type="checkbox"/> <b>EXCEEDS EXPECTATIONS</b> <i>Employee consistently performs at a high level that exceeds expectations</i>	<input checked="" type="checkbox"/> <b>MEETS EXPECTATIONS</b> <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> <b>NEEDS IMPROVEMENT</b> <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> <b>UNACCEPTABLE</b> <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
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Comment on the employee's overall performance.

*She does strive diligently at her job. Possesses the commitment and disciplined attitude necessary to complete tasks on time.*

### VI. EMPLOYEE COMMENTS (OPTIONAL)

I had excellent training when I was working. I learned a lot and gained new insights, particularly efficient strategies on how to manage multiple priorities with accuracy.

### VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature:



Date: January 14, 2023

Reviewer Signature:



Date: January 14, 2023