

Employee Evaluation Form

I. EMPLOYEE INFORMATION		
Employee Name RODOLFO GOODY BELISADO JR	Job Title BCPPB, OFFICE STAFF - JOB ORDER	
Supervisor/Reviewer MEL ANGELO MORILLO	Review Period From: 1/8/23 To: 10/3/23	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <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	
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Initiative & Flexibility: <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	
Cooperation & Teamwork: <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	

III. JOB-SPECIFIC PERFORMANCE CRITERIA			
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES	
Knowledge of Position: Possesses required skills, knowledge, and abilities to competently perform the job	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Training & Development: Continually seeks ways to strengthen performance and regularly monitors new developments in field of work	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
IV. PERFORMANCE GOALS			
Set objectives and outline steps to improve in problem areas or further employee development. <i>proficiency in office computer functions</i>			
V. OVERALL RATING			
<input checked="" type="checkbox"/> EXCEEDS EXPECTATIONS Employee consistently performs at a high level that exceeds expectations	<input type="checkbox"/> MEETS EXPECTATIONS Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations	<input type="checkbox"/> NEEDS IMPROVEMENT Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance	<input type="checkbox"/> UNACCEPTABLE Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated
Comment on the employee's overall performance. <i>performs well with his duties & responsibilities in the office; he is highly dependable; performs tasks smoothly</i>			
VI. EMPLOYEE COMMENTS (OPTIONAL)			
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: <i>[Signature]</i>		Date:	
Reviewer Signature: <i>[Signature]</i>		Date: <i>11-17-23</i>	