

JOB ORDER (JO) WORKER EVALUATION FORM

Name of Job Order Worker: James E. Spangard

Master Job Title: Clean

Name of Evaluator: Dr. Robert T. Parsons

Date: 11/11/2020

Instruction to evaluators: Please write your comments on the performance of the worker doing the JO worker and give your ratings by checking the appropriate number in the table below.

1 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Poor

Criteria/evaluation statement	Rating					Comments
	1	2	3	4	5	
I. Work Performance						
1. Performance of all mandated functions as listed in the contract				<input checked="" type="checkbox"/>		
2. Over all attainment of output agreed with supervisor				<input checked="" type="checkbox"/>		
3. Quality and timeliness in the attainment of agreed outputs				<input checked="" type="checkbox"/>		
4. Efficiency and customer friendly frontline service to clients				<input checked="" type="checkbox"/>		
5. Knowledge on the over-all aspects of the job assignments				<input checked="" type="checkbox"/>		
II. Work Ethics/Attitude						
1. Industriousness - setting clear & attainable objectives & taking targets seriously and responsibly				<input checked="" type="checkbox"/>		
2. Diligence and justice at work - prompt in accomplishing assigned tasks and submission of good quality outputs				<input checked="" type="checkbox"/>		
3. Responsibility - having the right intention, with a sense of duty and accepts all jobs assigned by the supervisor				<input checked="" type="checkbox"/>		
4. Practices teamwork - understanding and performing his/her role effectively and synergistically, share knowledge and provide a lending hand to needy co-worker				<input checked="" type="checkbox"/>		
5. Commitment to public service - reporting on time and willingly extend service if needed without thinking of additional compensation				<input checked="" type="checkbox"/>		

Visor:
Master:

A globally competitive university for science, technology, and environmental conservation
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment

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No. 006-04

evaluator's additional comments/recommendations:

What are the employee's strong points?

Knows his assigned work. Appreciable by students.

What are the employee's weak points?

Sometimes takes time to go back to office when processing papers.

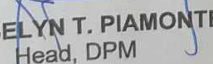
What intervention would you recommend to make the JO worker more effective?

Be involved more on other office activities

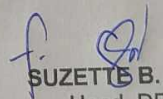
Final recommendation:

☒ renewal of the contract for another 3 months
☐ non-renewal of the contract due to below par performance

Certified Correct:


ROBELYN T. PIAMONTE
Head, DPM

Approved:


SUZETTE B. LINA
Head, DPM