

2024 PERFORMANCE REVIEW				
Review Period:	January - March 2024		<div>OVERALL RATING</div> <div>4.06</div> <div>Distinguished Employee</div>	
Employee Name:	Shawn Lyndon Maglines			
Employee ID:	453402022			
Position:	Desktop Support Engineer			
Department/Account:	IT			
Immediate Supervisor Name:	Giovanni M. Taborada			
KEY TARGETS (70%)		WEIGHT	SCORE	COMMENTS
KEY TARGETS		70%	4	January February March
COMPETENCIES (20%)	DESCRIPTION	WEIGHT	SCORE	COMMENTS
JOB KNOWLEDGE	Knowledge of techniques, skills, products, policies & procedures.	20%	4	Able to provide resolution to an existing or occurring issues/concerns especially the task given by Leader. Attentive to give quick and easier ways to resolve issues and concern.
	5 - Consistently exceeds expectations. Has mastered current job and			
	4 - Consistently exceeds expectations. Has mastered current job and			
	3 - Satisfactory job knowledge. The employee understands and per			
	2 - Limited knowledge of the job. The employee frequently require			
DEPENDABILITY	The extent to which the employee can be relied upon to be available for w	20%	4	Admits to do the work without relying much to other teammates. Can be reliable in finishing projects assigned. You can depend on when you need someone to finish/continue the project assigned to the team.
	5 - Highly Reliable. The Employee always gets the job done on time			
	4 - Very reliable, above average. The Employee usually perseveres i			
	3 - Gets the job done on time. The Employee works well under pres			
	2 - Reliability is in question. The employee avoids responsibility. Th			
TEAMWORK	Encourages and facilitates cooperation, pride, trust and group identity; fos	20%	4	Cooperates well. Enumerates and suggest other ways to achieve or resolve any issues. Coordinates and follow the team's agreed resolution to any problems or project on the way.
	5 - Extremely cooperative. The Employee fosters teamwork and ma			
	4 - The Employee consistently goes out of the way to cooperate and			
	3 - Cooperative. The Employee gets along well with others.			
	2 - Indifferent. The Employee makes little effort to cooperate or it d			
JUDGMENT	the ability to make considered decisions or come to sensible conclusions	20%	4	Decides properly to avoid backlogs. Consults the Team Leader on what should/needs to be done before proceeding.
	5 - Uses exceptionally good judgment when analyzing facts and solv			
	4 - Above Average. The employee's thinking is very mature and sou			
	3 - Handles most situations very well and makes sound decisions un			
	2 - Displays a lack sound judgment at times. There's room for impro			
COMMUNICATION	Refers to the knowledge of effective and appropriate communication pote	20%	4	Utilized different available forms of communication in order to provide help and assistance to resolve such issues and concerns.
	5 - Influence and persuade stakeholders and decision makers.			
	4 - Adapt their communication style to different situations and audi			
	3 - Demonstrates strong communication skills and can convey inform			
	2 - Lacks effective way of communicating with customers and collea			
INITIATIVE AND CREATIVITY	The ability to plan work and to go ahead with a task without being told ev	Additional Score	4	Eager to do some research by watching tutorials or videos. Enrolls at free classes and courses especially those were offered by the Company in order to enhance and develop skills.
	Displays unusual drive and perseverance, anticipates needed actions,	5%	Yes	
		0.2		
		TOTAL COMPETENCIES	0.84	
VALUES (10%)		WEIGHT	SCORE	FREQUENCY OF BEHAVIOR DEMONSTRATION
Grit	Having the perseverance to succeed even in the face of adversity	20%	4	Often
Curious	Having the eagerness to find out answers to problems, to explore, and	20%	4	Often
Always Learning	Having the drive to acquire new knowledge, modify existing knowledge	20%	4	Often
Grace	Showing and expressing a profound concern with others.	20%	4	Often
Honesty and Sincerity;	Acting with sincerity, honesty, and integrity even if no one is watching	20%	5	Always
GENERAL COMMENTS BY LEADER				
GENERAL COMMENTS BY EMPLOYEE				
Team members needs improvement in Professionalism and work ethics. Team needs to keep on providing accurate details/reports to other colleagues. Proper coordination with the Team to achieve the best output when doing projects. Turn-over work properly to avoid conflicts and confusion on the predecessors. COOPERATION and RESPECT.				
This performance review has been discussed with me by my manager.				
Employee's Signature		Rater's Signature		
Shawn Lyndon Maglines		Giovanni M. Taborada		
Signature Over Printed Name		Signature Over Printed Name		
Manager's Signature		HR's Signature		
Amerwinpino Barrozo				
Signature Over Printed Name		Signature Over Printed Name		

Score	Descriptive Rating
1.00 - 2.49	Marginal Employee
2.50 - 3.49	Needs Improvement
3.50 - 3.99	Satisfactory Employee
4.00 - 4.50	Distinguished Employee
4.51 - 5.00	Outstanding Employee

Values Score (Frequency of Behavior Demonstration)	Descriptive Rating
1	Never
2	Rarely
3	Sometimes
4	Often
5	Always