



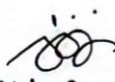
**MOTORSTAR SOUTH CYCLE TRADING**  
1095-A TLA BLDG. CORREGIDOR COR. MOLAVE ST. MANUGUIT TONDO MANILA

<b>HUMAN RESOURCES DEPARTMENT</b>		Reference No. HRDFORM- ER2024-0001	
<b>PERFORMANCE EVALUATION (STAFF/RANK AND FILE) FORM</b>			
Name of Employee: SHEENA MARIE G. GUZMAN		Date Hired: MARCH 26, 2022	
Position: CASHIER		Period Covered: JANUARY 2023 – JANUARY 2024	
Department/Section: BAYBAY BRANCH		Probationary: _____ Regular: <input checked="" type="checkbox"/>	
<b>INSTRUCTION:</b> Read the following performance criteria carefully. For every criterion, check the space that best describes the performance of the employee and write the exact percentage rate in the space provided below.			
GENERAL PERFORMANCE CRITERIA		WEIGHTED MAXIMUM SCORE	EVALUATOR'S SCORE
1	<b>JOB KNOWLEDGE</b>  The extent of how the employee knows and understands the details and nature of her assigned jobs and related duties. One's effort to keep skills current. How well she executes against the goals and objectives.	20	19
2	<b>QUANTITY OF WORK and INDUSTRY</b>  The amount of quality of work accomplished within the time given schedule. The extent to which the employee may be described as a hard worker and the amount of concentration and effort exerted in the performance of her job.	10	9
3	<b>QUALITY OF WORK and ORGANIZATION</b>  The extent of accuracy, completeness, and neatness of the job performed. The ability to plan and organize work effectively.	10	9
4	<b>ATTITUDE and PERSONALITY</b>  The nature of employee's feelings about the Company and her interest in the job. The employee's effect on others as a result of the totality of her personal and social traits influence her professionalism.	10	10
5	<b>INITIATIVE and PERSONAL RESPONSIBILITY</b>  The extent to which the employee is a self-starter on attaining the objectives of her job. Resourcefulness in solving unusual problems. Acts proactively and self-motivated. Does she take responsibility, or must it be given. Is she openly accountable for her actions.	10	8
6	<b>DEPENDABILITY and TIME MANAGEMENT</b>  The degree to which an employee can be depended upon with less supervision. The employee's establishment of effective job priorities and objectives, how one manages time, and meet deadlines.	10	9
7	<b>COOPERATION and TEAMWORK</b>  Works effectively with colleagues and peers of different backgrounds and perspectives. Cooperates and contributes to team efforts. Gives his best effort and keeps team goals in mind. Promotes group success instead of self-promotion. Create a challenging, fun, and diverse environment that fosters teamwork, cross-functional interaction, and creativity.	10	9
8	<b>COMMUNICATION</b>  The confidence others have in the employee. Her tactfulness and diplomacy. Her ability to try new ideas and suggestions and ability to adapt to new methods or ideas. Communicates in a respectful, direct, honest, and sensitive manner.	10	10
9	<b>ATTENDANCE and PUNCTUALITY</b>  Being on time or early when reporting for work. Reliable performer and maintains a good schedule to avoid problems in operations that could result in possible losses.	5	5
10	<b>NTE/ADMIN OFFENSE/NOTICE OF DISCIPLINARY ACTION</b>  Employees records of offenses or penalties	5	4
<b>TOTAL RATING</b>		<b>100</b>	92



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COMMENTS OF RATER:	RECOMMENDATIONS
<p><b>A. STRENGTHS</b> The qualities that the employee possess in performing her assigned tasks effectively without difficulty in supervisors.</p> <p><u>CAN WORK WITH LESS SUPERVISION</u> <u>SHE EVALUATES INFORMATION SEPARATES IMPORTANT</u> <u>FROM UNIMPORTANT, AND TAKES APPROPRIATE ACTION</u> <u>AND TIMELY DECISIONS.</u> <i>Note: Please uses another sheet of paper if needed.</i></p> <p><b>B. WEAKNESSES</b> The qualities that the employee lacks or need in performing his assigned task effectively. The evaluator should identify the training needs of the employee for development purposes.</p> <p><u>SHE FINDS DIFFICULT NOT TO BE INTIMIDATED</u> <u>BY DIFFICULT OR UPSET CUSTOMERS</u></p> <p><b>C. POTENTIALS</b> This will refer to the potential growth of the employee within the organization based on his educational background, trainings attended and other personal traits.</p> <p><u>SHE CONSISTENTLY SHOWS INITIATIVE AND A STRONG</u> <u>WORK ETHIC, DEMONSTRATING THE POTENTIAL TO TAKE</u> <u>ON MORE RESPONSIBILITY AND GROW WITHIN THE</u> <u>ORGANIZATION.</u></p>	<p><b>1. FOR PROBATIONARY</b> <input type="checkbox"/> Appoint as Regular <input type="checkbox"/> End of Contract</p> <p><b>2. FOR PROMOTION</b> <input type="checkbox"/> Too New to Evaluate <input type="checkbox"/> Not Yet Ready for Promotion <input type="checkbox"/> Promote to <input type="checkbox"/> Needs Improvement</p> <p><b>3. FOR RECOGNITION</b> <input checked="" type="checkbox"/> Merit Increase <input type="checkbox"/> Others</p> <p><b>OTHER COMMENTS:</b> <u>SHE IS ABLE TO EXCEED <del>OUR</del> OUR</u> <u>EXPECTATION IN TERMS OF HOW SHE</u> <u>HANDLES HER WORKLOAD. SHE'S ALSO</u> <u>VERY HARDWORKING AND WILLING</u> <u>TO LEARN.</u></p>
<b>FOR HR USE ONLY:</b>	
<b>COMPUTATION</b>	
<p>95 - 100 : EXCELLENT 90 - 94 : ABOVE AVERAGE 80 - 89 : AVERAGE 75 - 79 : BELOW AVERAGE 74 &amp; Below : FAILED</p>	<p>Total PR Rating <div>92</div><b>ABOVE AVERAGE</b> Equivalent Qualitative</p>

  
JORGE J. R. ZAMORA  
SIGNATURE OVER PRINTED NAME  
(IMMEDIATE SUPERIOR)

01/12/24  
DATE