



GGC Services Inc.

JOB PERFORMANCE EVALUATION

NAME: Primrose Mayo
POSITION: Coordinator Supervisor
DEPARTMENT: GGC Senior

Knowledge of Work

Fast Learner.

Knows his duties and responsibility.

POOR	FAIR	GOOD	VERY GOOD	OUTSTANDING
1	2	3	4	5
			✓	
			✓	

Quality of Work

Work is thorough, accurate, neat.

Does not require constant supervision.

Accomplishes tasks given at a minimal time frame.

		✓		
		✓		
		✓		

Initiative/Dependability/Responsibility

Shows initiative in applying new methods for better results when given a responsibility.

Fulfills his responsibilities at the given time.

Displays reliability.

Honest and hardworking.

Maintains and preserves company equipments & properties.

		✓		
		✓		
		✓		
			✓	
			✓	

Attitude/Interpersonal Relationships

Ability to work harmoniously with other personnel.

Respects authority.

Wears the prescribed and clean company uniform at all times.

Properly groomed, with proper hygiene.

Displays a positive and cheerful outlook.

			✓	
			✓	
		✓		
			✓	
			✓	

Attendance/Punctuality

Punctuality in attendance.

Regularity in attendance.

Promptness in returning from rest period.

Practices proper coordination with immediate supervisor when absent or late.

		✓		
		✓		
		✓		
		✓		

Remarks:

She is very reliable to her work, Always Attentive when doing her job. Very Initiative in terms of applying new methods.

EVALUATED BY:

EMILY

Signature over Printed Name

POSITION:

HR Supervisor

CLIENT COMPANY:

DATE:

7/14/2024