



PERFORMANCE RATING REPORT

Employee Name: Cerilo V Soria

Position: Site Supervisor

Department: Operation

Evaluation Period: May 2018 to Feb 2019

Evaluator: Maricris Alcaraz

Date of Evaluation: Feb 4, 2019

Performance Criteria

Criteria	Rating Scale	Comments
1. Job Knowledge and Skills	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	he excel in applying their expertise to various tasks and share their knowledge with colleagues
2. Quality of Work	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	
3. Productivity and Efficiency	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	productive and meets deadlines consistently
4. Communication Skills	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	excels in both written and verbal communication
5. Initiative and Problem-Solving	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	
6. Teamwork and Collaboration	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	consistently contribute to group goals
7. Leadership (if applicable)	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	lead by example and handle conflicts with maturity
8. Dependability and Punctuality	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	

Criteria	Rating Scale	Comments
9. Adaptability and Flexibility	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	
10. Professionalism and Attitude	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	demonstrates professionalism in all aspects of their work

Overall Performance Rating

Rating: ☐ Excellent ☒ Very Good ☐ Good ☐ Fair ☐ Needs Improvement

Comments:

consistently demonstrate a solid understanding of their role and produce quality work

Development Plan (if applicable)

Focus on increasing efficiency in time management and initiative in handling new tasks

Employee Acknowledgment:

I have read and understood the performance evaluation above. I understand that I have the opportunity to discuss my performance with my supervisor.

Employee Signature: Cerilo V Soria

Date: Feb 4, 2019

Evaluator Signature: Maricris Alcaras

Date: Feb 4, 2019