

Employee Evaluation Form

I. EMPLOYEE INFORMATION		
Employee Name LYN A. ANG	Job Title OFFICE CLERK	
Supervisor/Reviewer FREDDIE COSTALES	Review Period From: 06 / 10 / 2024 To: 12 / 10 /2024	
II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She can complete the tasks given sometimes without supervision and other times with minimal supervision depending on the difficulty of the task given.
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Always on time to clean and prepare things in the workplace.
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Very reliable and can work efficiently on her own even in just a month of working.
Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She can communicate well with the customers with regards to inquiries and concerns.
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input checked="" type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She does meet what is expected of her but lacks confidence to voice-out her thoughts and opinions on certain matters.
Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She is more on a follower than an initiator but does more than what is expected which is commendable.
Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	A good listener and very cooperative.
III. JOB-SPECIFIC PERFORMANCE CRITERIA		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	Her course is not aligned on her work in the office but she manage it well enough to do the task at hand and she continues to learn and grow professionally
Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	She always ask for opinions for things she is unsure about and seek ideas for what she has less knowledge of in order to perform the task accordingly with minimal error.

Shall be able to make less mistake and improve accuracy in making monthly reports. Also to grow professionally while learning in the process.

V. OVERALL RATING

☐ EXCEEDS EXPECTATIONS

Employee consistently performs at a high level that exceeds expectations

☒ MEETS EXPECTATIONS

Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations

☐ NEEDS IMPROVEMENT

Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance

☐ UNACCEPTABLE

Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated

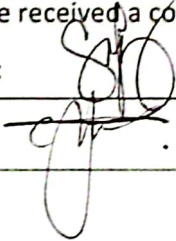
She needs to build-up confidence on herself at first and after that she can manage well on her own. She is very adaptive and friendly because for the past 6 months, she is already well-acquainted and can fit herself comfortably which is commendable and important in a workplace.

VI. EMPLOYEE COMMENTS (OPTIONAL)

VII. ACKNOWLEDGEMENT

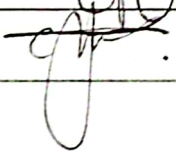
I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature:



Date: DEC 19, 2024

Reviewer Signature:



Date: DEC 19, 2024