

# Employee's Performance Review

## Employee information

Employee name	ARVIC B. ARTIGAS	Department	Registrar/Cashier
Job title	Registrar's Clerk/Cashier	Manager name	ALEX C. MERCOLITA
Last review date	October 15, 2024	Review date	September 30, 2024

## Job-related competencies

Communication	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Communicates in a straightforward manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gets back to people in a timely and accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Writes flawlessly when it comes to written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Effectively adapts style and materials to communicate to different groups of people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Self-awareness	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Controls their emotions, even in high pressure situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrates an awareness of how their actions and decisions affects others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Treats mistakes and setbacks as learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Actively seeks feedback from others on his/her performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Results-driven	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Sets challenging goals for themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Helps others achieve their objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Prioritizes their work based on the needs of the organization and its customers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Achieves his/her objectives even when faced with obstacles and challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## Core competencies


Commercial skills	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Has a commercial mindset	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Spots and leverages opportunities to upsell new services during existing projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proactively looks for opportunities for new projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brings in new business	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Proactive advisor	Strongly disagree	Disagree	Agree	Strongly agree	Comments
Advises customers in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Helps colleagues out whenever they can contribute with their expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Goes above and beyond in helping the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Employee potential	Maximized	Growth within function	Promotable in the long term	Promotable in the short term
How would you qualify the employee's potential?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Areas of excellence	Points of improvement
<ul style="list-style-type: none"> <li>INTER-PERSONAL SKILLS</li> </ul>	<ul style="list-style-type: none"> <li>NONE</li> </ul>

Comments
The employee always maintains calm and composed manner under tense situations. A friendly communicator who practices active listening.

Employee signature	
Reviewer signature	