



Employee Evaluation

Employee Information

Name: Mary Claire Macariola Carlon
Job Title: HR/Recruitment Manager
Date: 23 January 2020
Department: HR Department
Director: Melvin Chong
Review Period: July to December 2019

Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	☐	☒
Comments					
Work Quality	☐	☐	☐	☐	☒
Comments					
Attendance/Punctuality	☐	☐	☐	☐	☒
Comments					
Initiative	☐	☐	☐	☐	☒
Comments					
Communication/Listening Skills	☐	☐	☐	☐	☒
Comments					
Dependability	☐	☐	☐	☐	☒
Comments					
Overall Rating (average the rating numbers above)					5

Evaluation

ADDITIONAL COMMENTS

You have improved on your attendance. Great accomplishment.

OPPORTUNITIES FOR DEVELOPMENT

Keep up the good work in liaising with clients. Most clients are satisfied with your performance.

Verification of Review

(By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.)

Employee's Signature

Date: 23 January 2020

Director's Signature

Date: 23 January 2020

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