

UNIVERSITY OF CEBU
EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE NAME (FIRST, MI, LAST): IDA MAE B. ABRENICA CAMPUS: MAIN
JOB TITLE: HEAD TECHNICAL SERVICES / CATALOGER DEPT/SECTION: LIBRARY
PERIOD OF EVALUATION: From: JANUARY 2019 To: DECEMBER 2019

INSTRUCTIONS TO RATER:

Listed below are evaluation factors composed of functional competency factors, behavioral traits, supervisory factors (when applicable), and specific job objectives, that are important in the performance of the employee's job. Functional competency factors and behavioral traits must be utilized for all employees. Please use the space provided for comments. The supervisor factors should be utilized only for employees with supervisory responsibilities or supervisory potential.

A rating of: (5) Excellent/Superior (4) Very Satisfactory
(3) Satisfactory/Average (2) Fair/Marginal
(1) Poor/Unsatisfactory

will be used. Furthermore, for each factor or trait, a specific description will aid you, as rater, to come up with an objective assessment of the individual. Use same ratings for the final "overall performance".

PART I - JOB PERFORMANCE FACTORS (Functional Competencies)

FACTORS	ADJECTIVE RATING (Check)
1. Knowledge, Skills, Abilities - Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2. Quality of Work - Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
3. Quantity of Work - Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
4. Work Habits - To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
5. Communication - Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5

PART II - BEHAVIORAL COMPETENCIES

1. Integrity/Values & Trust - Does employee contribute to maintaining the integrity of the organization by displaying high standards of ethical conduct, keeping necessary information confidential? Consider whether employee models high standards of honesty, integrity, trust, openness, and displaying respect for others.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
2. Dependability - Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
3. Cooperation - How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
4. Initiative/Resourcefulness - Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5

5. **Adaptability** – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

6. **Judgment, Analysis & Problem Solving** – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

7. **Attendance/Punctuality** - Consider number of absences, use of annual and sick leave in accordance with policy. Consider work arrival and departure.

☐ Unacceptable
☒ Acceptable

PART III - SUPERVISORY POTENTIAL FACTORS (IF APPLICABLE)

1. **Leadership** – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.

☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ NA

2. **Delegation** – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ NA

3. **Planning and Organizing** – Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ NA

4. **Administration** – How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?

☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ NA

5. **Personnel Management** – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ NA

PART IV – OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and supervisory factors.

Unacceptable.....Average.....Superior
☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Comments:

She displays a good working relationship with other staff, hence, participates in teams effort to submit reports on time. She can work with minimal supervision.

SIGNATORIES

Rater's Name / Position & Signature:

Melissa M. Jackson
Director of Librarians

Date: December 2019

PART V - TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional); attach additional sheets if necessary:

Signature:

SMANMMA

Date:

12/18/2019