

PERFORMANCE APPRAISAL FORM

PERFORMANCE PERIOD _____

A EMPLOYEE NAME NAME OF EMPLOYEE
 POSITION POSITION TITLE
 RANK RANK
 APPRAISAL PERIOD FROM: JULY 1, 2022 TO: DECEMBER 31, 2022
 PERFORMANCE MANAGER NAME
 PEER EVALUATOR: NAME

SCORING MECHANISM

Quantitative Rating	Qualitative Rating	Description
Rating: 96 - 100	Exceptional	Consistently exceeds targets in all areas
Rating: 86 - 95	Above Average	Exceeds targets in some areas
Rating: 80 - 85	Average	Meets targets
Rating 61 - 79	Below Average	Sometimes meets targets
Below 60	Poor	Does not meet targets

MUTUALLY AGREED PERFORMANCE CRITERIA AND WEIGHT

B PERFORMANCE RESULTS		<u>100%</u>
ACHIEVEMENT OF PERFORMANCE RES	35%	
LEADERSHIP	20%	
WORK SKILLS AND JOB KNOWLEDGE	15%	
INNOVATION / SPECIAL PROJECTS	15%	
MANAGEMENT SKILLS	15%	
		<u>100%</u>
C STAFF COMPETENCIES		<u>100%</u>
PROFFESIONALISM	30%	
TEAMWORK AND COOPERATION	10%	
COST CONSCIOUSNESS	10%	
INTERPERSONAL RELATIONS SKILLS	10%	
CLIENT RELATIONSHIP SKILLS	10%	
PERSONAL GROOMING AND CLEANLIN	10%	
ATTENDANCE AND PUNCTUALITY	10%	
COMMUNICATION SKILLS	10%	

NAME OF EMPLOYEE	NAME		NAME	
EMPLOYEE SELF ASSESSMENT	PERFORMANCE MANAGER		1st PEER APPRAISAL	
INPUT PA RATING: 1 TO 100	INPUT PA RATING: 1 TO 100		INPUT PA RATING: 1 TO 100	
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
		0.00		0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
0	0	0.00	0	0.00
		0.00		0.00

D AUTOMATIC CALCULATION OF PERFORMANCE APPRAISAL RATINGS - DO NOT FILL UP TH

	WEIGHT	SCORE	RATING
PA RATING (PERFORMANCE MANAGER)			
PERFORMANCE RESULTS	70%	0.00	0.00
STAFF COMPETENCIES	30%	0.00	0.00
PA RATING (PERFORMANCE MANAGER)			0.00
% PM RATING TO TOTAL			80%
WEIGHTED RATING			-

WEIGHT	SCORE	RATING
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PA RATING (PEER APPRAISAL)			
PERFORMANCE RESULTS	70%	0.00	0.00
STAFF COMPETENCIES	30%	0.00	0.00
PA RATING (PEER APPRAISAL)			0.00
% PEER RATING TO TOTAL			20%
WEIGHTED RATING			-
FINAL PERFORMANCE RATING			0.00

E EMPLOYEE SELF-ASSESSMENT

To facilitate an interactive performance discussion, the Employee is asked to provide a Self-Assessment Rating for his performance during the appraisal period. After Employee provides Self Assessment rating per criteria, the Performance Manager and Peer Reviewer will conduct independent appraisals based on the same performance criteria. If there are differences in Performance Manager ratings for the same performance criteria, this should be discussed / clarified during the performance meeting.

Employee's Participation in Special Projects/Initiatives

Special Projects		Project Name, Participation in Project
Special Trainings		Special Trainings Attended
Special or Rare Skills		Special skills performed not part of core functions

F PEER EVALUATION: COMMENTS

GOOD POINTS

IMPROVEMENT OPPORTUNITIES

F PEER EVALUATION: COMMENTS

GOOD POINTS

IMPROVEMENT OPPORTUNITIES

G PERFORMANCE MANAGER: STAFF DEVELOPMENT PLANS

GOOD POINTS

IMPROVEMENT OPPORTUNITIES

**H PERFORMANCE MANAGER'S RECOMMENDATION
TRAININGS REQUIRED**

I EMPLOYEE / RATEE'S COMMENTS

J. SIGNATURES

PERFORMANCE EVALUATORS

EMPLOYEE / RATEE

NAME AND SIGNATURE OF PEER EVALUATOR
Date Signed:

NAME OF EMPLOYEE
NAME AND SIGNATURE OF EMPLOYEE/RATEE
Date Signed:

NAME AND SIGNATURE OF PERFORMANCE MANAGER
Date Signed: