PERFORMANCE APPRAISAL FORM PERFORMANCE PERIOD

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

SCORING MECHANISM

Quantitative Rating	Qualitative Rating	Description
Rating: 96 - 100	Exceptional	Consistenly exceeds targets in all areas
Rating: 86 - 95	Above Average	Exceeds targets in some areas
Rating: 80 -85	Average	Meets targets
Rating: 80 -85 Rating 61 - 79	Average Below Average	Sometimes meets targets

MUTUALLY AGREED PERFORMANCE CRITERIA AND WEIGHT

B PERFORMANCE RESULTS

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ACHIEVEMENT OF PERFORMANCE RES	35%
LEADERSHIP	20%
WORK SKILLS AND JOB KNOWLEDGE	15%
INNOVATION / SPECIAL PROJECTS	15%
MANAGEMENT SKILLS	15%

C STAFF COMPETENCIES

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	NAM	IE	NAN	ΛE
EMPLOYEE SELF ASSESSMENT	PERFORM		1st Pl APPRA	
INPUT PA RATING: 1 TO 100	INPUT PA I 1 TO ⁻		INPUT PA 1 TO	
o	0	0.00	0	0.00
ő	0	0.00	0	0.00
0	0	0.00	0	0.00
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0	0	0.00	0	0.00
0	0	0.00	0	0.00
		0.00		0.00

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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

100%

100%

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

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 / claified during the performance meeting.

Employee's Participation in Special Projects/Initiatives
Special Projects
Special Trainings
Special or Rare Skills

Project Name, Participation in Project Special Trainings Attended Special skills performed not part of core functions

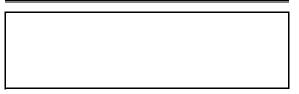
F PEER EVALUATION: COMMENTS

GOOD POINTS IMPROVEMENT OPPORTUNITIES

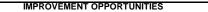
F PEER EVALUATION: COMMENTS

GOOD POINTS

IMPROVEMENT OPPORTUNITIES



G PERFORMANCE MANAGER: STAFF DEVELOPMENT PLANS GOOD POINTS







H PERFORMANCE MANAGER'S RECOMMENDATION

TRAININGS REQUIRED

I EMPLOYEE / RATEE'S COMMENTS

J. SIGNATURES

PERFORMANCE EVALUATORS

EMPLOYEE / RATEE

NAME OF EMPLOYEE

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

NAME AND SIGNATURE OF PERFORMANCE MANAGER Date Signed: