



D.M. WENCESLAO AND ASSOCIATES, INC .

GENERAL CONTRACTORS

NAME :
 POSITION :
 DEPARTMENT :

FOR THE PERIOD :
 DATE HIRED :
 EMPLOYMENT STATUS :

PERFORMANCE APPRAISAL FORM
RANK & FILE EMPLOYEES

PART I : Read each scale and assign the numerical rating (1, 2, 3, 4, 5) most nearly describes your subordinate's performance of his/her job.

- Numerical Rating : At the end of each job factor scale, write the numerical rating.
- Weighted Rating : Multiply the numerical rating by percentage rating.
- Overall Rating : Sum of weighted ratings; Rating interpretation scale is provided at the back of this form.
- General Comments : Write your comments on the space provided which justify your ratings.

PART II : Answer each item on the space provided. (Discuss your ratings with your immediate superior).

PART III : Communicate the results of your appraisal to your subordinates and ask him/her to sign this form.

PART IV : Write your recommendations after you have discussed with your subordinate the results. This part is confidential and should not be shared with him/her.

PART I: KEY JOB FACTORS AND RATINGS								
KEY JOB FACTORS						Ratings		
A. WORK OUTPUT	1	2	3	4	5	Numerical	Percentage	Weighted
1. QUANTITY OF WORK								
Amount of volume of acceptable work accomplished in a given time.	Seldom able to complete required amount of work.	Sometimes completes required amount of work.	Generally completes required amount of work.	Usually completes much more than the required amount of work.	Always completes much more than the required amount of work.		25%	
2. QUALITY OF WORK								
Degree by which work meets standards, accuracy/thoroughness/ neatness of work.	Often commits many errors in works; careless	Work sometimes inaccurate; incomplete	Work fairly thorough and complete	Work usually accurate, neat and thorough.	Work generally accurate neat and complete in all details		25%	
B. WORK ORIENTATION, ABILITIES &								
3. JOB KNOWLEDGE & SKILLS								
Extent of the theoretical knowledge skills and practical know-how of present job.	Exhibits poor job knowledge and skill	Exhibits limited job knowledge and skill	Exhibits enough job knowledge and skill	Exhibits thorough job knowledge and skill	Exhibits excellent job knowledge and skill		15%	
4. ATTITUDE								
Comment to company as shown to dedication to work & adherence to company policy & rules.	Generally shows negative attitude	Sometimes shows positive attitude	Attitude generally meets normal expectation	Oftentimes shows positive attitude	Consistently shows positive attitude, has strong sense of commitment		15%	
5. ATTENDANCE & PUNCTUALITY								
Regularity and punctuality in observing work hours.	Frequently absent; oftentimes does not observe work hours	Sometimes absent; occasionally fails to observe work hours.	Attendance generally meets normal expectations	Attendance generally regular, observes work hours	Rarely if ever absent or tardy; strictly observes work hours.		5%	
6. INTERPERSONAL SKILLS								
Getting along and working well with others	Antagonizes people, cannot get along nor work well with others	Very limited ability in getting along and working well with others	Fairly good ability in getting along and working well with others	Above average skills in getting along and working well with others.	Outstanding skill in getting along & working well with others & obtaining their full cooperation		5%	
7. INITIATIVE								
Self-starting ability; promptness in taking holds of and following thorough a job with a minimum amount of supervision & direction.	Lacks initiative; waits to be told what to do.	Exercise very little initiative, oftentimes needs to be told what to do.	Occasionally shows some initiative; does regular work without waiting for direction.	Often shows initiative seizes opportunities for work improvement	Highly developed initiative, does more than what is required without prodding.		5%	
8. JUDGEMENT								
Ability to grasp work situation and draw sound conclusions.	Poor judgment; tend to misinterpret facts and arrive at wrong conclusions	Shows limited ability to arrive at sound judgment	Shows fairly sound judgment, usually in routine matters.	Shows sound judgment in routine and slightly complex matters.	Shows very sound judgment under most circumstances		5%	
GENERAL COMMENTS:						Overall Rating:		

INTERPRETATION OF OVERALL RATING

4.59 - 5.00 (2.75 - 3.00) : Exceeds Expectations

1.52 - 3.09 (0.91 - 1.84) : Needs Improvement

3.10 - 4.58 (1.85 - 2.74) : Meets Expectations (passing score)

0 - 1.51 (0 - 0.90) : Unacceptable

PART II. DEVELOPMENTAL PROFILE			
1. What are the employee's strong points?			
2. What are the employee's significant limitations?			
3. What must the employee do to improve his/her performance?			
4. What can the company do for the employee's development? (Include advancement potential)			
PART III. EMPLOYEE'S REVIEW			
I had the opportunity to review this performance appraisal			
_____		_____	
Employee's signature over printed name		Date	
PART IV. RECOMMENDATIONS (to be filled up after the employee has signed this form)			
Employment Status			
_____ Confirm Present Appointment		_____ Terminate before Expiration of Probationary Appointment	
_____ Issue Regular Appointment		_____ Terminate	
_____ Extend Employment Contract (for project –based employee)		_____ Others: (please state)	
_____		_____	
_____		_____	
Suggested Effectivity Date: _____			
Promotion/Transfer:			Suggested Effectivity Date:

APPRaised BY			
Name / Signature:		Position:	Date:
----- For HRD Use Only -----			
REVIEWED BY			
Human Resources:		Signature:	Date:
CMF			
Comments of Reviewer:			
Generated spa:			
Generated waef:			
RS:		Int:	
Accomplished Form Received By:	Date	Action Taken:	Date