



Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Starting date: \_\_\_\_\_

End Date \_\_\_\_\_  
 Probationary period:  \_\_\_\_\_  
 Trial period :  \_\_\_\_\_  
 (Check one)

Instructions/guidelines for completing the form are provided on the next page.

		Ratings	Ratings	Ratings	Ratings	Ratings	Ratings
		Unsatisfactory					
		Improvement/Development Required					
		Satisfactory					
		More than Satisfactory					
<b>S E C T I O N  A</b>	<b>FACTORS</b>						
	Job Knowledge Understanding of duties/tasks						
	Quantity Output at satisfactory level						
	Quality Accuracy, acceptability of work						
	Interpersonal Skills Effective interaction with others; clients, colleagues, work team						
	Planning and Organizing Performance of duties; efficiency and time management						
	Problem Solving/Decision Making Identification of alternatives and making decisions						
	Application to the job a) Punctuality & attendance b) Results-oriented						
<b>S E C T I O N  B</b>	<b>MANAGEMENT/SUPERVISORY STAFF</b>						
	Management of subordinates a) Management of the work of others b) Motivation; team-building c) Development of subordinates						
	Work management skills Objective setting; control; innovation						
<b>S E C T I O N  C</b>	<b>OVERALL EVALUATION</b>						
	a) Overall assessment of employee's performance: <input type="checkbox"/> More than satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement/Development Required <input type="checkbox"/> Unsatisfactory			b) Is the probation/trial period to be extended? <input type="checkbox"/> Yes <input type="checkbox"/> No			
				c) Are you recommending the employee remain in your service? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	d) describe the development plan for the employee indicating skills to be improved, strengths to be enhanced, etc., if necessary:						

Prepared & reviewed by: \_\_\_\_\_  
Name
Title
Signature

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Acknowledgement of Receipt)