PERFORMANCE APPRAISAL FOR JOB ORDER

**CLERICAL SERVICES**

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Period)

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPLOYMENT/COLLEGE ASSIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction: Please put a check (🗸) in the box that corresponds to your rating each item.

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| --- | --- | --- | --- | --- | --- |
| Items on which to be rated | Unsatisfactory1 | Fair2 | Satisfactory3 | Very Satisfactory4 | Outstanding5 |
| 1 | Demonstrates appropriate knowledge and understanding of the job |  |  |  |  |  |
| 2 | Completion of assigned tasks in a timely manner |  |  |  |  |  |
| 3 | Efficiency and organization of materials needed at work  |  |  |  |  |  |
| 4 | Consistently confident and positive even under unusual circumstance or conditions at work |  |  |  |  |  |
| 5 | Communicates effectively |  |  |  |  |  |
| 6 | Neatness and personal hygiene; Wearing of proper prescribed uniform. |  |  |  |  |  |
| 7 | Shows initiative not only to maintain current skills but also continuously upgrade skills to meet changing requirements of job (Professional development) |  |  |  |  |  |
| 8 | Seeks out new assignment when finished with own work |  |  |  |  |  |
| 9 | Able to follow verbal / written instructions |  |  |  |  |  |
| 10 | Responsive and courteous to client inquiries |  |  |  |  |  |
| 11 | Physically fit and meets energy job requirement |  |  |  |  |  |
| 12 | Punctuality & regularity of attendance |  |  |  |  |  |
| 13 | Establishes positive relation and works well with supervisors, peers and subordinates |  |  |  |  |  |
| 14 | Shows work ethic, integrity and sensitivity to confidentiality. |  |  |  |  |  |
| 15 | Involvement in University activities. |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| **FINAL RATING:** |  | **ADJECTIVAL RATING:** |  |

NARRATIVE REPORT (By Rating Official)

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 I certify that the above performance evaluation is based on the actual accomplishment of the ratee and that I have discussed my evaluation with him/her.

Recommendation: ( ) to be retained ( ) to be replaced

|  |
| --- |
|  |
| Signature of Rater/Date |
|  |
| Signature of Ratee/Date |