



# Evaluation Form for Probationary & Ongoing Employees

Overall Rating Guide	
Tot. Point Score	Adjective Rating
36 - 40	Outstanding
30 - 35	Very Satisfactory
18 - 29	Satisfactory
10 - 17	Unsatisfactory

EMPLOYMENT INFORMATION	
Name of Employee: _____	Position: _____
Section/Department: _____	Division/Subsidiary: _____
Commencement Date: _____	Salary Rate Per Hr: _____ End of Probationary period: _____
Length of Service: _____	Evaluation Period: From _____ to _____

PERFORMANCE FACTORS MEASUREMENT (equivalent score per performance category: Unsatisfactory - 1; Satisfactory - 2; Very Satisfactory - 3; Outstanding - 4)					
(Tick 1 box for each factor)	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	Point Score
<b>Knowledge of the Job</b> (Understanding, knowledge or familiarity of the job)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Quality of Work</b> (Accuracy/consistency of work output vis a vis time spent to do it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Initiative</b> (ability to seek and find new ideas and new ways to do a job)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ability to meet work schedules</b> (Ability to cope w/ schedules & deadlines of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ability to get along w/ others</b> (Attitude towards work and co-employees and others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Ability to grasp and carry instructions</b> (Ability to understand & follow directions & instructions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ability to learn &amp; adapt</b> (Ability to learn, accept, adapt new things/work environment or procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Dependability</b> (Reliability and trustworthiness in connection with work assignments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Organizing &amp; Planning Ability</b> (Ability to organize & plan work programs in a systematic manner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

  

Punctuality & Attendance	Times Tardy		Times Absent		Point Score
	0 - 1	2 - 6	0 - 1	2 - 6	
	0 - 1	2 - 6	0 - 1	2 - 6	2.0
	7 - 12	13 or more	7 - 9	10 or more	1.5
					1.0
					0.5

  

Total Performance Score \_\_\_\_\_  
Punctuality Score \_\_\_\_\_  
Combined Score: /40

Overall Rating: \_\_\_\_\_  
(refer to top)

<b>Employee Strengths:</b>	
<b>Employee Weaknesses / Areas for Improvement :</b>	

RECOMMENDATIONS:	
Confirm as Regular Employee: (tick only one)	Yes <input type="checkbox"/> No <input type="checkbox"/> Other Recommendation: _____
Rate Increase: (tick only one)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate Grade on Salary Scale: _____ New Hourly Rate: _____

EVALUATOR	DEPT/ DIVISION HEAD	MANAGEMENT'S ACTION
Name: _____	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Position: _____	Remarks: _____	Remarks: _____
_____ Signature	_____ Name & Signature	_____ Name & Signature
Date _____	Date _____	Date _____