

Employee Performance Review Form

Employee Information

Employee Name:.....CID No.....

Designation:.....Grade:.....

Period: From:..... To:.....

Competency Behavior	Description	Employee Rating (0-5)	Supervisor Rating (0-5)
1. Job Knowledge	Job relevant knowledge and essential skills		
2. Communication Skills	The ability to convey information to another effectively and efficiently		
3. Service Focus	Values and delivers quality service to all		
4. Team Work	Promotes cooperation and commitment within a team		
5. Initiative	Initiates the work which has additional value to the Association		
6. Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions		
7. Punctuality	Committed to time frame of the office		
8. Attendance	Maintained consistent attendance		
9. Attitude	Properly behaved within office colleagues and to the visitors		
Total Rating			
Average Rating =Total Rating/9			

(Signature of Employee)

Date

(Name & Signature of Supervisor)

Date

Overall Rating Table:

Performer Category	Definition	Rating Scale
Excellent	Achieved exceptionally high level of performance	4.00 -5.00
Very Good	Performed at higher level than required	3.00-3.99
Good	Employee fulfilled requirement of the job	2.00 – 2.99
Poor	Results/Behavior far below performance requirement	1.00 -1.99