



MANEPO

JOB PERFORMANCE APPRAISAL

Employee Name:	Position:	Date Joined:
Key Member: Y/N		
General Responsibilities:		
Specific Duties		

A. Quality of Work:

Consider accuracy, thoroughness, neatness & acceptability of service. Expected level of achievement:

<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
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B. Quantity of Work:

Consider amount of work accomplished & ability to meet deadlines:

<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
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C. Work Habits:

Consider planning skills, time management, safety, housekeeping, attendance, compliance with office practices:

<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
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D. Attitude:

Consider teamwork participation, willingness to take instructions & cooperate:

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E. Job Knowledge & Skills:

Consider possession and use of required knowledge & skills. Use of experience, judgment, skills & knowledge to perform assigned tasks

F. Attendance Records:

Understands, is conscious and abides by the official work time all the time.

G. Commitment to Work:

All the physical, mental thoughts and energy are directed at doing the work.

H. Punctuality:

Always arrives on time at work place

I. Hardworking:

Puts a lot of effort to achieve results

J. Overall Performance Rating & Progress since last Appraisal:

Supervisor comments and recommendations:

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Supervisor Name:

Appraisal Date:

Key: 1-Excellent; 2- Good; 3-Average; 4- Poor; 5- Very Poor