

PHILIPPINE CONVENTION & VISITORS CORPORATION
PERFORMANCE APPRAISAL FORM
 (For Non-Supervisory only)

Name	Rating Period
Position	Total Rating
Division/Dept.	Adjectival Rating

1. Instruction : Rate the employee's performance according to the factors given below and indicate the corresponding points and rating. To obtain performance rating of each factor, multiply the point score vs. %.

(NOTE: Don't allow one recent particular incident to unduly influence the complete picture of the employee's performance)

Point Score Key

a → 5	c → 3	e → 1
b → 4	d → 2	

Point Score Weight

RATING FACTORS

(15%)

JOB KNOWLEDGE

- a. Thorough mastery and understanding of all phases of his job.
- b. Very good understanding and knowledge of almost all phases of his job.
- c. Adequate knowledge and understanding of the nature of his job and related duties. Can carry on normal supervision.
- d. Insufficient knowledge and understanding of his job. Needs follow-up and coaching from his immediate supervisor.
- e. Knowledge and understanding of his job is very inadequate.

(15%)

QUALITY OF WORK

- a. Work is remarkably accurate, neat and complete in all details, no errors committed.
- b. Work is very good and presentable. Seldom commits errors.
- c. Work is fairly good, makes few errors, and seldom makes the same mistakes twice.
- d. Work requires occasional checking before it can be accepted.
- e. Very careless; commits frequent mistakes of the same kind.

(15%)

QUANTITY OF WORK

- a. Always completes large amount of work and can handle more than one assignment at his level.
- b. Often completes a large amount of work.
- c. Completes assigned work well within a reasonable given time.
- d. Completes assigned work less than average amount required.

- e. Very slow and work unsatisfactorily.

(10%)

TIMELINESS

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- a. Consistently meets deadlines and usually submits/finishes work assignment ahead of deadlines.
 - b. Almost always meets deadlines.
 - c. Can normally meet deadlines.
 - d. Inconsistent in meeting deadlines.
 - e. Does not meet deadlines.

(10%)

HUMAN RELATIONS

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- a. Has an outstanding relations with co-workers. An exceptional force in projecting a desirable image of the company before the public.
 - b. His dealings with co-employees are good.
 - c. Has an average level of PR.
 - d. Has difficulty in his dealings with people with whom he works and comes in contact.
 - e. Has negative attitude towards people. Full of resistance.

(10%)

APTITUDE & ADAPTABILITY

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- a. Remarkable keenness of perception, grasps new work quickly and easily anticipates new developments.
 - b. Readily adjust to new work with brief instructions. Welcome changes.
 - c. Normally able to adjust to new work after careful instructions.
 - d. Finds difficulty in adjusting himself to new assignment.
 - e. Barely able to learn new work and requires frequent instructions.

(5%)

DEPENDABILITY

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- a. Highly dependable and performs work assignments with very little coaching.
 - b. Very dependable under most circumstances, rarely needs checking.
 - c. Can normally be relied upon to fulfill job demands.
 - d. Needs occasional checking and follow-up.
 - e. Unreliable. Needs close and constant supervision.

(5%)

JOB ATTITUDE/COOPERATION

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- a. Always enthusiastic about his job and gives whole-hearted cooperation with others and his superiors towards the attainment of Corporate goal.
 - b. Shows marked interest in his work and usually cooperative with others and his superiors.
 - c. Shows normal interest in his work and cooperative with co-workers and his superiors.
 - d. Shows little interest in his work and is sometimes uncooperative.
 - e. Lacks interest in his job and very reluctant to cooperate.

(5%)

RESOURCEFULNESS

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- a. A self-starter with outstanding initiative. Always makes worthwhile suggestions and ideas.
 - b. Often alert to opportunities for improvement of work. Works without being told.
 - c. Exerts normal effort to improve work methods in his unit and seldom makes suggestions.
 - d. Makes little attempt to improve his work and does only what is required of him.
 - e. Makes no attempt to improve his work.

(5%)

JUDGMENT

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- a. Shows excellent ability in arriving at very sound decisions.
 - b. Has good judgment most of the time and almost always evaluates facts objectively.
 - c. Normally displays sound and reasonable judgment.
 - d. Has difficulty in making sound decisions on several occasions.
 - e. Cannot think for himself. Does not use common sense.

(5%)

PUNCTUALITY & ATTENDANCE

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- a. Comes to office always on time and has a more or less perfect attendance.
 - b. Rarely absent or late for work. Very good attendance.
 - c. Average attendance and punctuality. Leaves his post only when necessary.
 - d. Frequently absent or late for work. Needs improvement.
 - e. Almost always leaves his post for no good reason at all.

II. a. Areas where improvement is needed

b. Strong Points

III. Brief description of over-all potential/promotability
(Outstanding Contributions/Accomplishments)

IV. Recommendations/plan of action

I hereby certify that, to the best of my knowledge, the above rating is a true reflection of the performance of this employee, and that I have discussed said rating with him/her.

Conforms:

Rating Officer

Signature of Employee

Position

Performance Rating	Explanation	Point Score
Outstanding	Excellent performance and deserves special commendation.	4.2 - 5
Very Satisfactory	Performance is quite impressive but short of outstanding performance.	3.3 - 4.199
Satisfactory	Meets the standard of ordinary requirements of the duties of his position.	2.5 - 3.299
Needs Improvement	Finds difficulty to meet the minimum performance requirements of the duties of his position. Needs improvement.	1.7 - 2.499
Poor	Fails to meet the minimum performance requirements of the duties of his position.	1 - 1.699