

	PERFORMANCE EVALUATION REPORT		Effective Date: 07 Oct 1996	
			Document Code: QMS-RM-F06	
			Rev. # 00	Ref #:

Employee's Name			
Position		Department	
Date Employed		Date of evaluation	
Period Covered by this Evaluation Report			

INSTRUCTIONS This evaluation report is important in improving the company's manpower resources. The objectivity and accuracy with which you accomplish this form can not be over-emphasized. It is desirable that the results of your evaluation be reviewed with the employee concerned. This will provide the occasion for you to point out to the employee how well he is doing his/her job and how he/she can improve it. It will also provide you or the employee the opportunity to set job objectives as well as discuss solutions to problems encountered in the job Please evaluate on a scale from 1 to the Max Score allocated for each performance parameter.
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SECTION – PERFORMANCE EVALUATION		
NO.	PARAMETERS	SCORE
1	JOB KNOWLEDGE Refers to his / her knowledge, thoroughness of fundamentals, techniques, policies, systems & procedures & developments in his / her functional area Max Score – 10 points	
2	WORK OUTPUT Extent to which targets & plans have been met, speed & effectiveness with which output & results have been achieved. Completion of project assignments Max Score – 20 points	
3	QUALITY OF WORK Accuracy & thoroughness of the work, eye for detail & meticulousness. Demonstrated ability to go beyond the prevailing standards. Max Score – 20 points	
4	ADHERENCE TO SCHEDULES / DEADLINES Timelines in carrying out tasks / assignments Max Score – 10 points	
5	COMMITMENTS Involved and dedicated to the interest of the organization, honesty and sincerity in work that has a positive impact on performance Max Score – 10 points	
6	PROBLEM SOLVING & DECISION MAKING Clearly identifies and understands key problems to be solved & decisions to be taken, gathers and analyzes relevant data and select the right solution / decision Max Score – 5 points	

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7	TEAM WORK Encourage sub ordinates to take on higher responsibilities by providing necessary guidance & counseling. Establishes & contributes to harmonies & productive interaction with colleagues. Max Score – 5 points	
8	ATTITUDE Cooperation Getting along with colleagues & superiors, appreciation of others problems and ideas Max Score – 5 points	
8.1 8.2	Management Attitude Willingness to accept & promote management policies, loyalty and integrity in following rules, positive attitude of constructive criticism Max Score – 5 points	
9	POTENTIAL Demonstrated ability & willingness to take on higher responsibilities Max Score – 10 points	
10	Total Score out of 100	

RECOMMENDATIONS / OTHER REMARKS (IF ANY)

Evaluation Prepared By	Approved By
Name / Designation	Managing Director