

Performance Evaluation

Name:

Position:

Area:

Evaluation Date:

Period Covered: *From* *To*

Criteria	Self-evaluation	Evaluation
I. Relationship		
1. Towards co-workers	5 4 3 2 1	5 4 3 2 1
2. Towards supervisor	5 4 3 2 1	5 4 3 2 1
3. Towards beneficiaries	5 4 3 2 1	5 4 3 2 1

II. Work		
<p>1. Job expertise</p> <ul style="list-style-type: none"> ❖ Understanding of her job ❖ Comprehensive knowledge of the work 	5 4 3 2 1	5 4 3 2 1
<p>2. Work output</p> <ul style="list-style-type: none"> ❖ Work is accomplished accurately and thoroughly ❖ Is technically competent ❖ Skills and knowledge are adequate to meet job requirements ❖ Accomplished work is rarely if ever for redoing 	5 4 3 2 1	5 4 3 2 1
<p>3. Time management</p> <ul style="list-style-type: none"> ❖ Completes job assignments ahead or as per schedule 	5 4 3 2 1	5 4 3 2 1
<p>4. Communication skills</p> <ul style="list-style-type: none"> ❖ Solicits opinions and information from others in the organization. ❖ Is an active listener ❖ Actively shares information with colleagues ❖ Takes a friendly and sociable approach ❖ Clear and informative in oral and written communications 	5 4 3 2 1	5 4 3 2 1

<p>5. Working attitude/commitment</p> <ul style="list-style-type: none"> ❖ Willingness to work ❖ Looks for the job and accomplished the job without complaints 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>6. Team work capacity</p> <ul style="list-style-type: none"> ❖ Makes any effort to maintain good working relationship ❖ Works towards the success of the program 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>7. Reliability</p> <ul style="list-style-type: none"> ❖ Anticipates ahead and turns in job on or before agreed schedules so as not to disrupt operations ❖ Accepts and accomplishes satisfactorily additional assignments ❖ Justifies utmost confidence, conscientious ❖ Needs minimum supervision 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>8. Initiative and creativity</p> <ul style="list-style-type: none"> ❖ Resourceful and seeks innovative solutions, opportunities and ideas to enhance work process ❖ Looks for different ways to solve problems ❖ Solicits ideas from other to work out better solutions to problems 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>

<p>9. Punctuality</p> <ul style="list-style-type: none"> ❖ Punctual in reporting to work and/or assignment ❖ Absences are kept to a minimum and disruptions to operations are avoided 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>10. Temperament</p> <ul style="list-style-type: none"> ❖ Pleasant and even-tempered ❖ Doesn't let her personal feelings affect her work 	<p>5 4 3 2 1</p>	<p>5 4 3 2 1</p>
<p>TOTAL</p>		

5 – Excellent	55 - 65
4 – Good	43 - 55
3 – Average	33 - 43
2 - Needs to be improved	23 - 33
1 – Insufficient	13 - 23

Competencies, skills and knowledge to be further developed

Comments

<p style="text-align: center;">Signature of the evaluated staff and date</p> <p><i>“I discussed this evaluation with my immediate supervisor and I agree on the ratings. I further agree that I have to meet the established performance standards of the organization. I am fully aware that my continued relationship with the organization as a volunteer shall be based on these performance expectations”</i></p>	<p style="text-align: center;">Signature of the immediate supervisor and date</p>	<p style="text-align: center;">Signature of the Executive Director and date</p>
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