



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : RAMOS JANE
Family Name, First Name M. I.

7/11/2023
mm / dd / yy

Location (Kindly check) :
Rating Period : From : 4/12/2023 To :
mm / dd / yyyy mm / dd / yyyy

Department: HR
Position :

Purpose of Rating : (Kindly check)
___ Regular Rating ___ Completion of Probationary / Qualification Period ___ Promotion ___ Others: 3rd month eval.

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK:	Has exceptional knowledge of his own & related work. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	4
	Remarks: As specialist she is expected to be familiar w/ the task (government benefits) but seems she is not.				
2. PRODUCTIVITY:	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	10
	Remarks: given tasks are not done properly & efficiently. Needs to be reminded and follow up.				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	3
	Remarks: she didn't show any initiative & just wait to be given some instructions.				
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	4
	Remarks: can't see any dedication to duty as she has no initiative, not familiar w/ the tasks & can't do it properly & on time.				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	4
	Remarks: Has her own way of doing her tasks that results delay & make her tasks more complicated.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension (3rd Offense) 1 to 4 pts.	9
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks :				
				TOTAL	43

Previous Challenges and Accomplishments:

no significant accomplishment as all given tasks needs to be followed up & reminder

Areas of Strengths:

None. she has to improve her work attitude & performance.

Areas of Weaknesses / Development:

Need to ask questions if she's unsure or seek help with colleagues. She need to make a plan or timeline for her deadlines as somehow she failed or struggling to reach her targets. *Given tasks are accomplished after follow ups, and were not properly done. Can't keep up w/ the demands of her role.*

ATTENTION TO DETAILS- she need to make sure all the details are correct prior sending her reports.

Rated By : *[Signature]*
Printed Name & Signature

Employee : *May Jane Ramos*
Printed Name & Signature

Date : _____
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date : *07/17/2023*
(mm / dd / yy)
of PER submitted by Ratee

RECOMMENDATIONS:

Unfortunately, can't consider her for regular role. Jane is good colleague, but in terms of her work performance she failed to achieve it. *Will give 1 more chance (1 month) for her to prove herself and work performance.*

Approved by : _____ Date Signed _____
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
mm / dd / yy

Date Appointed
to Present Position: _____

Amount of
Increase: _____
Date of Last
Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by: _____

Approved Recommended Rate : _____

Human Resource Department

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

P2

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Date Received	Date Completed	Remarks Signature