

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **LUIS PAGOLATO** Date of Rating: **MARCH 17, 2025** Date Hired: **OCT - 4, 2024**
 Position: **PA2** Department: **LABORATORY / AVIATION**
 Location: **WINDSOR**
 Rating Period: **JAN - MAR '25**
 Purpose of Rating: **GH MONTH ASSESSMENT**

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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : CAN WORK ON HIS OWN.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : N/A				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : N/A				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : WILLING TO EXTEND TIME w/o PAY TO FINISH WORK.				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : COOPERATIVE / REPORTING FINDINGS				
6. ATTENDANCE & PUNCTUALITY	Tardiness w/in the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : N/A				
TOTAL					98

Previous Challenges and Accomplishments

yellow room location (FAX) due to
-WHITING (HOT to travel).

Areas of Strength:

N/A

Areas of Weaknesses / Development:

N/A

Rated By:

[Signature]
Printed Name & Signature
3/15/25
(mm / dd / yy)

Acknowledged By:

Employee Name:

Printed Name & Signature

Date:

(mm / dd / yy)

RECOMMENDATIONS

Approved by:

[Signature]

Date Signed:

05/20/26
mm / dd / yy

Approved by:

Date Signed:

mm / dd / yy

President's Signature:

Date Signed:

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

10/01/24
mm / dd / yy

Present Rate:

17.00

Amount of Increase:

1.00

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

10/01/24

New Rate:

18.00

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation:

Reviewed by:

[Signature] 4/6/26
Human Resource Department

Approved Recommended Rate:

Approved Recommended Position:

Effectivity Date:

mm / dd / yy

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

Passing rate