



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee RIVERA MELANIE Date of Rating Aug. 8, 2023
Family Name First Name M I mm / dd / yy
Location (Kindly check) Department
Rating Period From To mm / dd / yyyy mm / dd / yyyy Position
Purpose of Rating (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others

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	7
Remarks :					
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	33
Remarks :					
3. INITIATIVE:	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Rarely 1 to 4 pts	9
Remarks :					
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	9
Remarks :					
5. COOPERATION:	Always cooperative 9 to 10 pts	Usually cooperative 8 pts	Sometimes cooperative 5 to 7 pts	Rarely cooperative 1 to 4 pts	9
Remarks :					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in the acceptable no. of times 9 to 10 pts	With written reprimand (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	10
REMARKS:					
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ rules 9 to 10 pts	No record of accident but w/ 1 infraction against housekeeping rules 8 pts	No record of accident but w/ 2 infraction against housekeeping rules 5 to 7 pts	Had an accident or had more than 2infractions against housekeeping rules 1 to 4 pts	9
Remarks :					
TOTAL					

Previous Challenges and Accomplishments:

Areas of Strengths:

EVEN NO BACKGROUND IN HUMAN RESOURCES SHE MANAGED FOR MONTHS NOW AS HR ADVOCATE. SHE'S INDEPENDENT AND WILLING TO LEARN.

FOR MUCH ATTACHMENT TO EMPLOYER, ALWAYS PUT LIMITATIONS

43
404 60

Rated By
Printed Name & Signature
Date
8/18/88
of PER discussion with
Employee by Rater

Employee
Printed Name & Signature
Date
of PER submitted by Rater

RECOMMENDATION

51 vnc 5053

Approved by
Date Signed
mm / dd / yy

President's Signature
Date Signed
mm / dd / yy

mm / dd / yy
Date Appointed
or Promotion Granted

Date of Last Increase
mm / dd / yy

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Approved Recommended Rate
Human Resource Department

Effectivity Date
mm / dd / yy

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Exceeds Expectations
60-74	Meets Expectations
40-59	Below Average

Date Received	Date Completed	Remarks Signature