



Staff Performance Appraisal

conducted for

Jona Tarlengco

Date and Time of Review

24 Oct 2018 11:52 AM

Department

Marketing

HR Manager / Supervisor

Liza Palma

Completed on

24 Oct 2018 12:59 PM


Score

28/35.0 - 80.00%

Audit - 28/35 80.00%

Question	Response	Details												
General Information														
Employee Number	SC0054													
Post	SEO Content Specialist													
Date Hired	03 Sep 2018													
Employment Status	Regular													
Reference														
<p>REFERENCE: Rating Guidelines [This is an example of how you can use iAuditor to include reference images in your templates to assist with assessment]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 50%;">Assessment Areas</th> <th style="width: 50%;">Rating Guidelines</th> </tr> </thead> <tbody> <tr> <td>Attendance</td> <td> 5 = No late for work or absence record, willing to take urgent duty at short notice 4 = No late for work or absence record during the appraisal period 3 = Less than 3 times of late for work or absence record during the appraisal period 2 = 3 times of late for work or absence record during the appraisal period 1 = More than 3 times of late for work or absence record during the appraisal period </td> </tr> <tr> <td>Job knowledge and skills</td> <td rowspan="5"> 5 = Substantially exceeds job requirements 4 = Exceeds job requirements 3 = Meets job requirements 2 = Partially meets job requirements 1 = Does not meet most job requirements </td> </tr> <tr> <td>Quality of work</td> </tr> <tr> <td>Initiative and motivation</td> </tr> <tr> <td>Team work</td> </tr> <tr> <td>General conduct</td> </tr> <tr> <td>Discipline</td> <td> 5 = No disciplinary record, always follow supervisor's and working instructions 4 = No disciplinary record 3 = Less than 3 times of disciplinary record 2 = 3 times of disciplinary record 1 = More than 3 times of disciplinary record </td> </tr> </tbody> </table>			Assessment Areas	Rating Guidelines	Attendance	5 = No late for work or absence record, willing to take urgent duty at short notice 4 = No late for work or absence record during the appraisal period 3 = Less than 3 times of late for work or absence record during the appraisal period 2 = 3 times of late for work or absence record during the appraisal period 1 = More than 3 times of late for work or absence record during the appraisal period	Job knowledge and skills	5 = Substantially exceeds job requirements 4 = Exceeds job requirements 3 = Meets job requirements 2 = Partially meets job requirements 1 = Does not meet most job requirements	Quality of work	Initiative and motivation	Team work	General conduct	Discipline	5 = No disciplinary record, always follow supervisor's and working instructions 4 = No disciplinary record 3 = Less than 3 times of disciplinary record 2 = 3 times of disciplinary record 1 = More than 3 times of disciplinary record
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Performance Assessment		Score (28/35) 80.00%												
Attendance	5	<ul style="list-style-type: none"> • Jona has no record of tardiness. • She manages to plot all her leaves and extend work hours if needed. 												

Question	Response	Details
Job Knowledge and Skills	4	Jona is willing to take a big leap on her skills. She manages to finish tutorial modules and apply it to her tasks.
Quality of Work	3	Jona consistently hit her targets. She's never afraid to ask when she's in doubt and she wants to make sure customers can easily understand and use the templates she build for SEO.
Initiative and Motivation	3	Jona keeps on motivating her colleagues to finish their assign task and help them on technical issues or difficulty. She proactively tries different styles and new techniques when coding so our vision and hers materialize.
Teamwork	4	Manages to hit team targets with quality assured outputs.
General Conduct	4	Jona complied with the company's core values and it shows on her work ethics.
Discipline	5	No disciplinary records.
Completion		
• Look at the total score above and select the relevant overall performance rating.	4	
Reference Guide		
Overall Performance Rating		5 = 100% - 95% 4 = 94% - 80% 3 = 79% - 60% 2 = 59 - 40% 1 = 39% and below
Special task taken up or commendation obtained by the employee during the appraisal period	SEO team lead in planning and organizing an entry in a company competition. They manage to handle it well without sacrificing team output.	
Overall comments on performance	She is very eager to learn new things and she put a lot of efforts to her work. She and her team manages to consistently hit their targets.	

Question	Response	Details	
Sign-off			
Full Name and Signature of Employee	Jona Tarlengco	24 Oct 2018 11:59 AM	
Full Name and Signature of Supervisor / HR Manager	Liza Palma	24 Oct 2018 12:58 PM	