



## Marketing / Jona Tarlengco / 24 Oct 2018 / Liza Palma

Staff Performance Appraisal Form

Complete

Inspection score	Failed items	Created actions
<b>80.00%</b>	<b>0</b>	<b>0</b>
Date and Time of Review 📅 24th Oct, 2018 ⌚ 7:40 AM +08		
Department <b>Marketing</b>		
Name of Employee <b>Jona Tarlengco</b>		
Employee Number <b>SC0054</b>		
Post <b>SEO Content Specialist</b>		
Employment Date 📅 3rd Sep, 2018		
Employment Status <b>Regular</b>		
HR Manager / Supervisor <b>Liza Palma</b>		

Reference

REFERENCE: Rating Guidelines

[This is an example of how you can use iAuditor to include reference images in your templates to assist with assessment]

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
Quality of work	4 = Exceeds job requirements
Initiative and motivation	3 = Meets job requirements
Team work	2 = Partially meets job requirements
General conduct	1 = Does not meet most job requirements
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

Performance Assessment

Attendance	5
– Notes • Jona has no record of tardiness. • She manages to plot all her leaves and extend work hours if needed.	
Job Knowledge and Skills	4
– Notes 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
– Notes 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
<p>– Notes</p> <p>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.</p>	
Teamwork	4
<p>– Notes</p> <p>Manages to hit team targets with quality assured outputs.</p>	
General Conduct	4
<p>– Notes</p> <p>Jona complied with the company's core values and it shows on her work ethics.</p>	
Discipline	5
<p>– Notes</p> <p>No disciplinary records.</p>	

**Completion**

• Look at the total score above and select the relevant overall performance rating.	4		
<p>Reference Guide</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Overall Performance Rating</td> <td style="padding: 5px;">           5 = 100% - 95%            4 = 94% - 80%            3 = 79% - 60%            2 = 59 - 40%            1 = 39% and below         </td> </tr> </table>		Overall Performance Rating	5 = 100% - 95% 4 = 94% - 80% 3 = 79% - 60% 2 = 59 - 40% 1 = 39% and below
Overall Performance Rating	5 = 100% - 95% 4 = 94% - 80% 3 = 79% - 60% 2 = 59 - 40% 1 = 39% and below		
<p>Special task taken up or commendation obtained by the employee during the appraisal period</p> <p>SEO team lead in planning and organizing an entry in a company competition. They manage to handle it well without sacrificing team output.</p>			
<p>Overall comments on performance</p> <p>She is very eager to learn new things and she put a lot of efforts to her work. She and her team manage to consistently hit their targets.</p>			

**Sign-off**

Full Name and Signature of Employee



Jona Tarlengco

24th Oct, 2018 8:33 AM +08

Full Name and Signature of Supervisor / HR Manager



Liza Palma

24th Oct, 2018 8:34 AM +08