**EMPLOYEE PERFORMANCE EVALUATION**

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| Employee Name: Jibson Malazarte Banggo | Date Accomplished: August 20, 2021 |
| Employee Number: 1408 | Role: IT Support |
| Employment Status: Regular | Supervisor: Stephen Badiang  |
| Evaluation Period | Director of Operations: Alfredo Camarillo Jr.  |

***Instructions to Supervisor:*** Supervisors should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

**1** = Unacceptable; **2** = Needs Improvement; **3** = Satisfactory

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| **Attribute** | **Score** |
| **QUANTITY OF WORK**The extent to which the employee accomplishes assigned work of a specified quality within a specified time period | **2.8** |
| **QUALITY OF WORK**The extent to which the employee's work is well executed, thorough, effective, accurate | **3** |
| **KNOWLEDGE OF JOB**The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position | **2.9** |
| **RELATIONS WITH SUPERVISOR**The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improves performance and follows same | **3** |
| **COOPERATION WITH OTHERS**The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates’ supervisors, and customers | 3 |
| **ATTENDANCE AND RELIABILITY**The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent | 2.5 |
| **INITIATIVE AND CREATIVITY**The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances | 2.8 |
| **CAPACITY TO DEVELOP**The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities | **2.8** |
| **TOTAL SCORE** | 22.8/8 |
| **AVERAGE** | 2.85 |

***Comments to Supervisor and Employee:*** Supervisors should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the supervisor and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and supervisors are strongly encouraged to include written comments.

EVALUATION \_\_\_\_Stephen Badiang 08/20/21\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Supervisor Signature and Date) (Employee Signature and Date)

Employee Comments (please include date; attach additional paper if necessary):

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Supervisor Comments (please include date; attach additional paper if necessary):

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| Jibson able to assist and handle IT issues/concerns well, but he has the lowest number of tickets assisted compared to John David and Mark. He still has issue with the missing punches but lesser now compare before. He shares knowledge on what he has to the team. Accepted mistakes and work on it correctly. He is a core on the team.  |

**TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF EVALUATION PERIOD:**

***For 6th Month Evaluation***

[ **YES** ] I recommend this probationary employee become permanent and continuous.
[ ] I recommend this probationary employee be dismissed before the end of the probationary period and will submit
the appropriate forms.

***For Annual Evaluation***

[ ] Satisfactory performance **has been** demonstrated throughout the evaluation period.

[ ] Satisfactory performance **has not** **been** demonstrated throughout the evaluation period.

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 Supervisor Signature Date

\_\_\_\_\_\_**ALFREDO CAMARILLO JR.\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Operations Date