**EMPLOYEE PERFORMANCE EVALUATION**

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| Employee Name: Mark Gabin Rivera | Date Accomplished: October 07, 2021 |
| Employee Number: 1511 | 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 | **3** |
| **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 | **3** |
| **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 | 2.3 |
| **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 | **3** |
| **TOTAL SCORE** | 23.1/8 |
| **AVERAGE** | 2.88 |

A picture containing dark, night sky

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***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 10/07/21\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (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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| Mark has been a core since he started being part of iPloy IT team. His knowledge makes a big help to resolve some concerns/issues raised by our agents. He has the initiative to work on things without my command. He makes sure what I assigned to him will be finish before the shift ends.   The only concern I have with him is his health issues that sometimes cause absences. |

**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.

A picture containing dark, night sky

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

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 Supervisor Signature Date

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

Director of Operations Date