

REMARKS

CONFIDENTIAL

Employee Performance Appraisal

BREB Form 105C

APPROVED : 30-12-81

Grades-1 & 2

Name : _____

Title : _____ Grade : _____

Department : _____ Supervisor : _____

Date of Hire : _____ Appraisal Period : _____ To : _____

Time In Position : _____ Present Salary : _____

GENERAL

01. While the PBS requires that the attached form be completed and maintained in the Employee's files a greater value is placed on the quality, sincerity honesty and thoroughness with which the personal appraisal interview is conducted. The form is intended to merely document that exchange between subordinate and supervisor which can be helpful to both parties.
02. Appraisal forms should be completed by the end of the pay period prior to the employee's Anniversary date, or as otherwise specifically requested.

INSTRUCTIONS

01. Read PBS Instruction 300-17 through completely.
02. Consider each factor independently. Avoid the "halo effect" Guard against the tendency to carry a high rating in one characteristic over to another an individual may rate high in one trait and low in another.
03. Indicate the level of each characteristic that applies to the employee's performance put a tick mark under the correct level. If the person falls a little short of a level tick the next lower one. To merit a (4), a person must possess the characteristic to a exceptionally high degree. Rarely will you be justified in ticking (5). Provide justification for the level chosen in the space provided after each characteristic.

- 04. Complete the "Remarks" Section with comments related to:
Plans to promote or replace the person, remedies for correcting his/her weaknesses, utilizing strenghts, predictions for development etc. A level of (1) or (5) must also be explained in the "Remarks" Section.
- 05. Discuss the performance appraisal with the employee. Discuss strenghts and reach a mutual agreement on plans for correction of weakness. Record decisions under Justification for the marks.
- 06. An overall evaluation of outstanding must receive the period approval of the general Manager.
- 07. Recommendation of the next superior authority to be filled in red ink.
- 08. In case of disagreement, the next superior authority must give detail reasons for rejecting the same.
- 09. Recommendation of the next superior will be treated as final.

01. Knowledge Job 1 2 3 4 5

02. Personality and force of character _____

03. Judgement _____

04. Sense of Responsibilities _____

05. Initiative & Drive _____

06. Address and Tact _____

07. Zeal and Industry _____

08. Health _____

09. Attendance (See Note*) _____

10. Official conduct _____

11. Punctuality _____

*Number days off

Justification for tick marks :

REMARKS

Use the space below to describe the employee's strengths and weakness and to account for any factors not covered above. Give examples of work well done and plans for improving performance. (Factor ratings (1) or (5) must also be substantiated by comments).

Name : _____

Title : _____

Department : _____ Supervisor : _____

Date of Hire : _____ Appraisal Period : _____

Time In Position : _____

(Continue comments on attached sheet if necessary)

OVER-ALL-EVALUATION

Unsatisfactory _____ Improvement Needed _____

Competent _____ Excellent _____

Outstanding

SIGNATURES

This report is based on my observation and/or knowledge, it represents my judgement of the employee's performance.

Reted by : _____ Date : _____

This report has been discussed with me.

Employee's Signature : _____ Date : _____

REMARKS

RECOMMENDATION OF
NEXT SUPERIOR AUTHORITY
(USE RED INK)

Use the space below to discuss any factors not covered above. Give a brief explanation of the employee's performance (Factor ratings (1) or (2) must also be substantiated by comments) utilizing strengths, predictions for development or other factors explained in the "Remarks" Section.

05. Discuss the performance appraisal with the employee. Discuss strengths and reach a mutual agreement on plans for correction of weakness. Record decisions and justification for the marks.

06. An overall evaluation of outstanding must receive the personal approval of the Manager.

07. Recommendation of the next superior will be treated as final.

08. In case of disagreement, the superior authority must give detail reasons relating thereto.

09. Recommendation of the next superior will be treated as final.

10. Knowledge Job

11. Judgment

OVER-ALL-EVALUATION

12. Sense of Responsibilities

13. Initiative & Drive

14. Zeal and Industry

SIGNATURES

15. This report is based on my observation and/or knowledge, it represents my judgement of the employee's performance.

16. Attendance (See Note*)

17. Punctuality

Signature of next Superior Authority