



CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City

STAFF PERFORMANCE EVALUATION

Employee's Name : _____

Position/Title : _____

Unit : _____

Date of Evaluation : _____

Type of Evaluation Annual End of Probationary Period Others _____

Instructions:

*Encircle the equivalent score of the statement that best describes the employee's job performance

5= Does it all **the time**

2= Does it **sometimes**

4= Does it **most of the time**

1= **Never/rarely** does it

3= Does it **often times**

I. PROFESSIONAL SKILLS/KNOWLEDGE (50%)						
A. Job Knowledge(10%)						
1. Knows and understands assigned duties, responsibilities, benefits and privileges as a CPU employee.	5	4	3	2	1	
2. Understands and obeys verbal and/or written instructions.	5	4	3	2	1	
3. Shows practical/technical knowledge to accomplish task and to handle equipment and other material resources of the university.	5	4	3	2	1	
4. Performs work with minimal supervision.	5	4	3	2	1	
5. Shows improvement in performing given tasks.	5	4	3	2	1	
Total Score (sum of items)						
Average Score(sum of items /total number of items)						
Weighted Average (average score x .10)						
B. Quality (10 %)						
1. Works in an accurate manner.	5	4	3	2	1	
2. Displays thoroughness and completeness in work activity,	5	4	3	2	1	
3. Recognizes and points out poor workmanship.	5	4	3	2	1	
4. Takes proper care of equipment, fixtures, including dispensable Resources.	5	4	3	2	1	
5. Keeps work area clean.	5	4	3	2	1	
Total Score (sum of items)						
Average Score(sum of items /total number of items)						
Weighted Average (average score x .10)						
C. Productivity (15%)						
1. Completes work within the time schedule,	5	4	3	2	1	
2. Utilizes the time in completing his/her task.	5	4	3	2	1	
3. Knows how to prioritize work assignments.	5	4	3	2	1	
4. Delivers assigned tasks correctly.	5	4	3	2	1	
5. Works diligently to complete assigned tasks.	5	4	3	2	1	
Total Score (sum of items)						
Average Score(sum of items /total number of items)						
Weighted Average (average score x .15)						
D. Dependability, Stewardship & Trustworthiness (15%)						
1. Exhibits skills in problem solving.	5	4	3	2	1	
2. Observes confidentiality when required.	5	4	3	2	1	
3. Shows willingness to put in extra time and effort.	5	4	3	2	1	

4. Avoids personal activities during office hours.	5	4	3	2	1	
5. Uses university resources (time, money, equipment) for their appropriate purposes.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .15)						
SUB TOTAL (sum of the weighted average)						
II. PERSONAL ATTRIBUTES/INTERPERSONAL SKILLS (30%)						
A. Teamwork (10%)						
1. Works well with supervisor and peers.	5	4	3	2	1	
2. Sets an example with a positive and supportive attitude.	5	4	3	2	1	
3. Promotes harmonious relationship in the work place.	5	4	3	2	1	
4. Shares job knowledge and skills to assist others.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .10)						
B. Customer Service (10%)						
1. Maintains positive relations with co-workers within the unit.	5	4	3	2	1	
2. Establishes good relations with co-workers from other units.	5	4	3	2	1	
3. Responds amiably to client inquiries.	5	4	3	2	1	
4. Shows courtesy and respect in communication and other interaction with University employees and other contacts.	5	4	3	2	1	
5. Takes extra effort to satisfy customer needs and expectations.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .10)						
C. Initiative/Creativity (5%)						
1. Seeks out new assignments when finished with own work.	5	4	3	2	1	
2. Assumes additional responsibilities when needed.	5	4	3	2	1	
3. Does what must be done without being told.	5	4	3	2	1	
4. Makes suggestions on better ways of getting work done.	5	4	3	2	1	
5. Identifies and corrects errors during the work process.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .05)						
D. Interpersonal/Organizational Sensitivity (5%)						
1. Manages emotions and does not lose control when under pressure.	5	4	3	2	1	
2. Makes sound decisions to solve problems or concerns within one's authority.	5	4	3	2	1	
3. Adapts easily to changes.	5	4	3	2	1	
4. Listens, reflects, and responds graciously to constructive criticism.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .05)						
SUB TOTAL (sum of the weighted average)						
III. COMMITMENT TO THE UNIVERSITY (20%)						
A. Attendance (5%)						
1. Reports and leaves workplace on time.	5	4	3	2	1	
2. Works on a regular basis and has never been absent outside allowable leave credits.	5	4	3	2	1	
3. Observes leave procedures and rules when absent.	5	4	3	2	1	
4. Observes generally agreed work break/meal periods.	5	4	3	2	1	
5. Participates regularly in University activities.	5	4	3	2	1	
Total Score (sum of items)						

Average Score (sum of items /total number of items)						
Weighted Average (average score x .05)						
B. Policy Compliance (15%)						
1. Adheres to all company policies and regulations.	5	4	3	2	1	
2. Practices proper safety procedures and health protocols.	5	4	3	2	1	
3. Attends in applicable university meetings.	5	4	3	2	1	
4. Follows university dress codes.	5	4	3	2	1	
5. Participates actively in assigned committee work.	5	4	3	2	1	
6. Understands and supports the CPU Vision, Mission, Core Values, quality policy and objectives.	5	4	3	2	1	
7. Understands and supports efforts of the University to maintain its autonomous status, ISO certification, etc.	5	4	3	2	1	
Total Score (sum of items)						
Average Score (sum of items /total number of items)						
Weighted Average (average score x .15)						
SUB TOTAL (sum of the weighted average)						
OVER-ALL RATING						

SUPERVISOR'S COMMENTS AND OVERALL PERFORMANCE RATING

AREA	Weighted Average	SUB-TOTAL	OVERALL RATING Supervisor's Comments re: Rating (Comments for this portion are required)
I. PROFESSIONAL SKILLS / KNOWLEDGE			
A. Knowledge			
B. Quality			
C. Productivity			
D. Dependability, Stewardship & Trustworthiness			
II. PERSONAL ATTRIBUTES/ INTERPERSONAL SKILLS			
A. Teamwork			
B. Customer Service			
C. Initiative / Creativity			
D. Organizational Sensitivity			
III. COMMITMENT TO THE UNIVERSITY			
A. Attendance			
B. Policy Compliance			
OVER-ALL RATING			

Evaluation Scale:

4.26 - 5	Exceeds Standards
3.51- 4.25	Meets Standards
3 - 3.50	Moving Towards Standards
Below 3	Did Not Meet Standards

Employee's Comments:

PERFORMANCE ACTION PLAN

A. Performance Objectives/Initiatives (to be identified by supervisor and employee)

Objective	Resources/Support Needed	Time Frame

B. Professional Development Plan (to be filled out by the supervisor)

Objective	Resources/Support Needed	Time Frame

Comments of Evaluator/Supervisor regarding Objectives and Development Plan

REVIEW OF JOB DESCRIPTION

___The employee's job description has been reviewed for accuracy. NO CHANGES were made for the coming evaluation.

___The employee's job description has been reviewed for accuracy and changes were made. The amended job description has been discussed, signed and filled with the employee's personal (201) file.

___ Job Performance deficiencies have been documented in this evaluation and discussed with the employee.

SIGNATURES

I understand that my signature indicated that I have read and discussed this Performance Action Plan and my job with my supervisor. It does not necessarily mean that I agree with the evaluation's contents. I may attach written comments, if desired.

Employee's Signature

Date

Supervisor's Signature

Date

Noted: _____
HR Director