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## PERFORMANCE EVALUATION

Document used to evaluate the performance of the administrative personnel. (To be filled by the boss and the subordinate)

**Name of Employee:** \_\_\_\_\_ **Employee No.** \_\_\_\_\_  
**Current Position:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Period evaluated:** \_\_\_\_\_

**Direct Boss:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Time that he/she has been supervising the employee:** \_\_\_\_\_

*Please respond the following evaluation performance form of the employees that reports to you:*

### A. Effectiveness

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**Instructions.** Grade the employee performance according to the factors that are mentioned and based on the standards provided below. For this, mark the corresponding letter to the standard that best describes the evaluated employee according to the following evaluation standards:

#### EVALUATION STANDARDS

- A Above of what is expected
- B According to what is expected
- C Below of what is expected
- D Notoriously poor satisfaction

#### AREAS

#### EVALUATION

<b>1. KNOWLEDGE OF WORK:</b> Evaluates the use of information, procedures, materials, equipment, etc. required for his/her current job.	A	B	C	D
<b>2. QUALITY:</b> Evaluates the certainty that his/her work is complete and well done at the first time and always.	A	B	C	D
<b>3. PLANNING / ORGANIZATION:</b> Considers the development of efficient methods, establishes goals and objectives, and also their achievement.	A	B	C	D
<b>4. PRODUCTIVITY:</b> Evaluates the volume of work and the time that he/she carries it out according to the requirements of his/her work.	A	B	C	D

*Total Effectiveness factor*

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**Instructions.** Grade the employee performance according to the factors that are mentioned and based on the standards provided below by marking with an X the box that best describes the performance of your subordinate in the evaluated period:

**B. Initiative and Innovation**

<b>FACTOR</b>		<b>EVALUATION STANDARDS</b>	
Initiative	Manifested initiative for solving the problems that arose on performing his/her work or in Department.	Showed indifference before the problems that arose on performing his/her work or in the Department.	Before the problems that arose on performing his/her work or in the Department, he/she required advice or indications of what to do.
Innovation	Did not come up with procedures or tools to carry out his/her work or the work of his/her peers.	Created procedures or tools with which his/her work and the work of his/her peers improved.	Created procedures or tools of little usefulness for improving his/her work of the work of his/her peers.
<i>Total Initiative and Innovation factor</i>			

**C. Continuing improvement of attitudes**

<b>FACTOR</b>		<b>EVALUATION STANDARDS</b>	
Commitment & Responsibility	Manifested a high level of commitment with personal work and the Department's; he/she was on time and developed his/her work with a level of responsibility.	Manifested null commitment with personal work and the Department's by constantly being late and he/she had warnings due to his/her lay off.	Manifested little commitment with personal work and the Department's; sometimes he/she arrived late and developed his/her work with a medium level of responsibility.
Attitude towards Work	Manifested apathy toward his/her work and the Department's.	Manifested indifference before the quality of his/her work and the Department's.	Manifested a high level of interest in his/her work and in the Department's; besides he/she looked for ways of carrying it out with the highest level of quality.
Communication	Showed little willingness to share or to request information regarding his/her work or the Department's.	Constantly requesting or providing information regarding his/her work or the Department's.	Showed apathy to share or request information regarding his/her work or the Department's.
Interpersonal Relations	Contributed for having a pleasant atmosphere in his/her work area.	Was extremely reserved and this became an obstacle for the relationships with coworkers.	He/she got along with few coworkers.
<i>Total Initiative and Innovation factor</i>			

*\*To be filled by the Human Resources Department*

**\*GLOBAL CONCENTRATION**

**Effectiveness Grade**  
**Initiative and Innovation Grade**  
**Continuing improvement of attitudes Grades**  
**Total**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Boss' Signature**

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**Instructions.** Please fill in the following spaces with the corresponding information

**I. COMMENTS FOR SUPPORTING PERFORMANCE EVALUATION.** Provide the opinion of the direct boss in a detailed and clear way in regards to the performance of your direct subordinates regarding the following points:

**Strengths:**

**Weaknesses / Areas of opportunity:**

**Additional Comments:**

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**II. RECOMMENDATIONS FOR IMPROVEMENT.** Discuss proposed plans and actions for improving in the detected areas of opportunities.

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**III. DEVELOPMENT AND TRAINING NEEDS**

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**IV. EMPLOYEE'S COMMENTS.** Provide freely your comments and in addition, as a self-evaluation, describe the great achievement you have had in your work and those areas of opportunity that in a personal way you have identified.

**SIGNATURE OF THE DIRECT BOSS**

**DATE**

**EMPLOYEE'S SIGNATURE**

**Note:** Both the boss as the collaborator have to sign this document and keep a copy of it.

**C.c. File**

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