

Performance Evaluation Report (PER)

Employee Name		Father's Name	
Employee ID		Date	
Grade/Position		Place of Posting	
Appraisal Period		Appraised by	

Performance Evaluation

Major Responsibilities (based on Job Description)	Evaluation of Achievement			
	A	B	C	D

Targets (where applicable)	1st Jan to 30th June			1st July to 31st Dec		
	Target	Achievement	%age	Target	Achievement	%age

Competencies	A = Excellent	B = Good	C = Average	D = Poor
1. Communication skills				
2. Commitment towards work				
3. Respect for colleagues				
4. Team work				
5. Adaptability to new ideas/changes				
6. Punctuality				
7. Initiative				
8. Customer focus (internal/external)				
Supervisory/Leadership Skills (where applicable)	A = Excellent	B = Good	C = Average	D = Poor
1. Trains and develops staff				
2. Provides constructive feedback				
3. Takes corrective action on performance problems				
4. Controls cost and maximizes resources				
5. Analyzes problems and provides solutions				

Any significant contributions made by employee (To be filled by Reporting Officer)

Overall Performance Rating

A = Excellent	<input type="checkbox"/>	B = Good	<input type="checkbox"/>	C = Average	<input type="checkbox"/>	D = Poor	<input type="checkbox"/>
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Development Plan (to be filled by reporting officer mentioning areas of improvement and recommended trainings)

Employee Comments (if any)

Employee Signature_____Date_____

Confidential

Recommendations (by Reporting Officer)

Should be considered for promotion

☐ Yes☐ No

If yes, please provide justification:

Reporting Officer Signature_____Date_____

Recommendations/Comments (by Countersigning Officer)

Countersigning Officer Signature_____Date_____