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| --- | --- |
| **Employee Name** |  |
| **Evaluation Period** |  |

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| **EVALUATION** *(to be filled by the employee’s manager)* |
| *This employee evaluation is to determine the performance level of the employee throughout the evaluation period.* |

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| **Description** | **No (0)** | **Yes (1)** |
| **Job Knowledge**  *Does the employee show a good understanding of the job and its requirements?* |  |  |
| **Behavior & Attitude**  *Does the employee bring a positive attitude to the workplace?* |  |  |
| **Responsibility**  *Does the employee demonstrate qualities of responsibility when conducting their work?* |  |  |
| **Total** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Results**  *(to be filled by the Procurement Department)* | | | | | |
| *Has the employee passed the evaluation criteria (Total > 60%)* | | | | **No** | **Yes** |
|  |  |
| **Comments** | | | | | |
| **Evaluator Designation** |  | **Evaluation Date** |  | | |