**PERFORMANCE EXCELLENCE AWARD**

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| **Part I : Personal Information** |
| **Name :** …………………………………………………………………………………….…………………….. **ID No :** ……………………………………………………….**Job Title :** …………………………………………………………………………………….…………………….. **Department :** ……………………………………………..**Supplementary Assignment :** |

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| **Part II : Evaluation Details** |
| Sr.# | Description | Excellent | 5 | Very Good | 4 | Good | 3 | Satisfactory | 2 | Unsatisfactory | 1 |

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| 1 | PerformanceProductivity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * First-rate job
 | * Exceeds standard
 | * Maintains standard (Normal)
 | * Below standard
 | * Poor
 |
| 2 | Job Knowledge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Fully aware of all JIC rules & procedures related to the job
 | * Fully aware of all department rules & procedures
 | * Aware of all job related rules & procedures
 | * Familiar with the minimum requirements of job knowledge
 | * Always asks for clarification and explanation
 |
| 3 | Organization, Planning & Preparation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Highly organized, planned and prepared
 | * Well organized, planned and prepared
 | * Maintains standard
 | * Below Standard
 | * Poor
 |
| 4 | Punctuality & Attendance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Never has excused, unexcused absence, emergency or sick leave, other than those deemed to be judiciously & most critical
 | * Never has excused or unexcused absence except those badly needed.
* Has very little and limited normal emergency leave and/ or sick leave
 | * Has very few excused absences, and never has unexcused absences. Also has little normal emergency and/or sick leave
 | * Has a lot of excused absences but never has unexcused ones.
* Uses all emergency days granted to him
 | * Has unexcused absences
 |
| 5 | Compliance with JIC Instructions, Rules & Procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Fully Complies,
* Never receives any of the following:
* - Warning Letter
* - Deficiency Report
* - Letter of Advice
* - Verbal Warning
* - Blame (minor mistakes)
 | * Abides by all Rules & Instructions,
* Rarely blamed and never receives any of the listed disciplinary actions
 | * Lacks flexibility in following instructions
* Always blamed
* Has received Letter of Advice
 | * Rarely complies with Rules & Procedures
* Has more than one disciplinary action against him
 | * Does not comply with rules & procedures
* Has repeated and frequent disciplinary action taken against him.
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| 6 | Response to Supervision / Sense of Responsibility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Always completes the assignments before the dates due
* Very Flexible
* Easily accepts any change in his work and job description
 | * Flexible
* Always completes the tasks by the dead line
 | * Some of the tasks are done after the deadline
* Sometimes not flexible
 | * The majority of the tasks cannot be done unless reminded
* Does not easily accept change
 | * Always procrastinates and delays any assignment
* Lacks flexibility
 |
| 7 | Attitude & Conducts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Never has any sort of clashes with others
* Always maintains excellent standard of behavior
 | * Never has any sort of clashes with others
* Maintains an appropriate standard of behavior
 | * Occasionally has some minor clashes
* Maintains normal behavior
 | * Always has clashes
* His behavior is below standard
 | * Always offensive & hostile
 |
| 8 | Development & Improvement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Creative
* Shows the initiative and enthusiasm in suggesting resolutions
* Can independently develop any suggested project related to the job
 | * Capable of developing any program or project once informed about the subject and its objectives as well as receiving guidance.
 | * Can participate in any development program shared by others
 | * Can share in some and very limited development programs
 | * Incapable of doing so
 |
| 9 | Dependability  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * Highly reliable and dependable without any supervision in all assignments
 | * Highly reliable and dependable
* Needs supervision in few cases
 | * Asks for clarification and guidance in some cases
 | * Always needs supervision
 | * Unreliable
 |
| 10 | Quality of Work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Rate Job | Exceeds Standard | Maintains Standard (Normal) | Below Standard | Poor |
| 11 | Cooperation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Always Cooperative and never hesitates to help any staff when asked | Cooperative but sometimes reluctant to assist some of the staff | Cooperative only with his immediate supervisor | Sometimes not cooperative with his immediate supervisor | Not cooperative at all |
| 12 | Follow-up |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Always reminds the staff / areas concerned about any task before deadline | * Sometimes reminds the staff before deadlines.
* Some tasks are followed-up after deadlines
 | Always reminds staff after deadline | Only some tasks are followed-up after deadline | Never pursuance tasks |

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| **Part III : Overall Assessment Rating** |
| Excellent | Very Good | Good | Satisfactory | Un-satisfactory |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **54 – 60** | **48 – 53** | **42 – 47** | **36 – 41** | **Less than 41** |

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| **Part IV : Evaluated by the Department Chairman/ Director** |
| Comments: |  |
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| Name: |  | Job Title: |  |
| Signature |  | Date: |  |

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| **Part V: Approved by the JIC Deputy, Education & Training Affairs** |
| Comments: |  |
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| Name: |  | Job Title: |  |
| Signature |  | Date: |  |