**PERFORMANCE EXCELLENCE AWARD**

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Performance  Productivity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| * 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. | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.# | Description | Excellent | 5 | Very Good | 4 | Good | 3 | Satisfactory | 2 | Un-satisfactory | 1 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | |

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

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

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