



<b>(The Ratings shall be done by the Supervisor)</b>	
<b>PART 1: GENERIC FACTORS</b>	
<b>Rating Parameters</b>	<b>Rating</b>
<b>Factor 1: Quantity of Work</b>	
Carry out assignments as per the Terms of Reference (ToR)	
<b>Factor 2: Quality of Work</b>	
Assures accuracy, thoroughness and reliability of results in the everyday work assigned. Completes work on time.	
<b>Factor 3: Additional Work</b>	
Demonstrate and express willingness and enthusiasm to take additional tasks apart from existing workload.	
<b>Factor 4: Job Knowledge</b>	
Demonstrate a comprehensive understanding of his/her job responsibilities.	
<b>Factor 5: Ability to Improve</b>	
Use constructive feedback to improve performance. Open to new methods for completing job responsibilities.	
<b>Factor 6 : Target Achievement</b>	
Had achieved or not achieved the target that was signed at the beginning of the financial year.	
<b>Supervisor's Comments:</b>	

<b>PART II: SPECIFIC FACTORS</b>	<b>Rating</b>
<b>Factor 1: Compliance (Adherence to Rules,instructions,etc,)</b>	
Strictly adheres to FCBL rules and any circulars, instructions and directions given by the Corporate Headquarters or the immediate supervisor.	
<b>Factor 2: : Initiative</b>	
Is a self-starter. Ability to proceed without being told every detail. Ability to do or act without being asked to do.	
<b>Factor 3: Adaptability</b>	
Responds effectively to the changing needs of the FCBL and as required by the management	

**The Rating Score Board**

<b>Rating Factors</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Total</b>
<b>Part I</b>							
<b>Part II</b>							
<b>Total Score</b>							
<b>Average Rating (Total Score/No.of Factors Rated)</b>							

End of Performance Evaluation

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**Supervisors Signature & Dates;**

**Verified/Checked by;** Human Resource Officer (Signature & Date)

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