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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** |  |

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| **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** |  |