



**MEDOCARE HEALTH SYSTEMS, INC.  
PERFORMANCE APPRAISAL FORM**

(Version 1.0 January 2021)

**For Supervisors and Up**

**General Information**

<b>Name of Employee :</b> <b>Name of Manager :</b> <b>Appraisal Period :</b>	<b>Designation :</b> <b>Department :</b> <i>Check if employee has been in the position for less than three months.</i> <b>Too New To Rate ( Interim) :</b> <input type="checkbox"/> <b>Too New To Rate (Year-end) :</b> <input type="checkbox"/>
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**Part I : Key Result Areas (KRAs)**

**70%**

Both the employee/ratee and the rater should complete the designated portion below focusing on established Key Result Areas (KRAs) or performance objectives. Results achieved shall be provided by the employee/ratee. Please enumerate Key Performance Indicators (KPIs) for every KRA. In addition to the comments, each KRA should have an equivalent rating (1 to 5) and on the question on target, a corresponding response of "YES" or "NO" should be checked.

KEY RESULT AREAS	EMPLOYEE'S ASSESSMENT	MANAGER'S ASSESSMENT
<b>KRA 1 :</b>  <b>Key Performance Indicator(s) :</b>	<b>Results Achieved</b>	
	<b>INTERIM APPRAISAL PHASE</b>	<b>INTERIM APPRAISAL PHASE</b>
	On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input style="width: 50px;" type="text"/> Comments :	On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input style="width: 50px;" type="text"/> Comments :
	<b>Results Achieved</b>	
	<b>YEAR-END APPRAISAL PHASE</b>	<b>YEAR-END APPRAISAL PHASE</b>
	On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input style="width: 50px;" type="text"/> Comments :	On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input style="width: 50px;" type="text"/> Comments :

KEY RESULT AREAS	EMPLOYEE'S ASSESSMENT	MANAGER'S ASSESSMENT
<b>KRA 2 :</b>  Key Performance Indicator(s) :	<b>Results Achieved</b>	
	<b>INTERIM APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<b>INTERIM APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
	<b>Results Achieved</b>	
	<b>YEAR-END APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<b>YEAR-END APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
<b>KRA 3 :</b>  Key Performance Indicator(s) :	<b>Results Achieved</b>	
	<b>INTERIM APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<b>INTERIM APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
	<b>Results Achieved</b>	
	<b>YEAR-END APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<b>YEAR-END APPRAISAL PHASE</b> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :

KEY RESULT AREAS	EMPLOYEE'S ASSESSMENT	MANAGER'S ASSESSMENT
<b>KRA 4 :</b>  <b>Key Performance Indicator(s) :</b>	<b>Results Achieved</b>	
	<p style="text-align: center;"><b>INTERIM APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<p style="text-align: center;"><b>INTERIM APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
	<b>Results Achieved</b>	
	<p style="text-align: center;"><b>YEAR-END APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<p style="text-align: center;"><b>YEAR-END APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
<b>KRA 5 :</b>  <b>Key Performance Indicator(s) :</b>	<b>Results Achieved</b>	
	<p style="text-align: center;"><b>INTERIM APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<p style="text-align: center;"><b>INTERIM APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :
	<b>Results Achieved</b>	
	<p style="text-align: center;"><b>YEAR-END APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :	<p style="text-align: center;"><b>YEAR-END APPRAISAL PHASE</b></p> On target ? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Numerical Rating (1 to 5) <input type="text"/> Comments :

**Part II : Core Competencies**

30%

Both the employee/ratee and the manager/rater should complete the designated portion below focusing on major strengths and development needs. For comments, the upper portion is for the employee/ratee and the lower portion for the manager/supervisor.

PERFORMANCE CRITERIA	INTERIM APPRAISAL PHASE		YEAR-END APPRAISAL PHASE	
	Comments	Rate	Comments	Rate
<p><b><u>Client Orientation</u></b></p> <p><i>External</i> - Ability to clearly identify external Clients, determine their expectations and contribute in the whole process of delivering quality service. assignments/duties.</p> <p><i>Internal</i> - Ability to build and sustain effective and cooperative working relations across Divisions/departments within the organization in support of its over-all strategy and operational objectives.</p>	Employee		Employee	
	Manager		Manager	
<p><b><u>Strategic Planning and Management</u></b></p> <p>Ability to think strategically to translate the organization's mission and vision to departmental objectives, priorities and programs; to ensure effective cascading and understanding at all levels within the department of the organization's corporate goals and how they are aligned with the departmental objectives.</p>	Employee		Employee	
	Manager		Manager	
<p><b><u>Leadership and Innovativeness</u></b></p> <p><i>Exercise of judgement and decision-making</i> - Ability to make and enforce decisions on complex problems/issues.</p> <p><i>Resourcefulness and Initiative</i> - Willingness to take risks &amp; initiative to promote the Department's efficiency &amp; productivity; adaptability to challenges &amp; work-related pressures; &amp; the ability to provide technical and/or intellectual leadership.</p> <p><i>Innovativeness</i> - The extent to w/c the Ratee demonstrates &amp; promotes creativity &amp; innovation while delivering work unit results.</p>	Employee		Employee	
	Manager		Manager	

PERFORMANCE CRITERIA	INTERIM APPRAISAL PHASE		YEAR-END APPRAISAL PHASE	
	Comments	Rate	Comments	Rate
<p><b><u>Work Program : Planning, Leading, Organization and Control</u></b>            Ability to develop realistic and achievable work plans aligned w/ the organization's strategies; to organize and coordinate effective implementation of these plans.</p> <p>Effectiveness in preparing budget and staff resources ensuring maximum cost-effectivity and return of investment; management of such resources to meet operational work program and in managing results.</p>	Employee		Employee	
	Manager		Manager	
<p><b><u>Communication</u></b>  <i>Fostering effective internal communication</i> - Effectiveness in facilitating a free flow of information &amp; communication at all levels w/in the Department &amp; w/ other work units in the organization.</p> <p><i>Cross-cultural Communication</i> - Personal ability to build and sustain working relationships effectively at all levels; tactfulness; sensitivity to cross-cultural differences, gender issues &amp; demonstrated ability to build cooperative/collaborative relations to achieve departmental and company goals</p>	Employee		Employee	
	Manager		Manager	
<p><b><u>Human Resource Management</u></b>  <i>People Mngt Skills</i> - Effectiveness in building &amp; sustaining harmonious working relationship w/ subordinates; advises, coaches &amp; provides feedback &amp; counseling to staff members to recognize their achievements; enables them to further develop &amp; utilize their capabilities on the job; &amp; addresses among others gender/diversity issues affecting staff members.</p> <p><i>Staff Performance Mngt</i> - Proactive in facilitating staff performance assessment as a continuous on-going activity/process; &amp; ensures compliance w/ procedures, work standards &amp; accountability; an objective appraisal of staff's performance.</p> <p><i>Staff Trng &amp; Skills Dev</i> - Attention given to identifying the strengths &amp; areas for development as well as acting on the training &amp; career development needs of the staff in the department; pro-activeness to provide support &amp; opportunities to enable staff to contribute more.</p>	Employee		Employee	
	Manager		Manager	

PERFORMANCE CRITERIA	INTERIM APPRAISAL PHASE Comments		Rate	YEAR-END APPRAISAL PHASE Comments		Rate
<u><b>Dependability and Responsibility</b></u> The extent to which the Ratee willingly accepts responsibility for assigned work particularly more difficult tasks and accepts full accountability for the outcome of assigned work.	Employee		Employee			
	Manager		Manager			
<u><b>Quality of Output (Accuracy, Completeness, Timeliness and Professionalism)</b></u> The extent to which the Ratee is able to exercise effective quality control over the work output of the Department.	Employee		Employee			
	Manager		Manager			
<u><b>Others (e.g. Attendance and Punctuality)</b></u>	Employee		Employee			
	Manager		Manager			

SAMPLE ONLY

**Part III : Over-all Narrative Assessment (Critical Dimension)**

First part is self assessment (to be completed by Ratee)

This should capture the major strengths and recommend actions to improve effectiveness and productivity

INTERIM APPRAISAL PHASE	YEAR-END APPRAISAL PHASE
<b>Strengths</b>	
<b>Actions proposed to improve performance</b>	

**For the Supervisor/Rater**

This should capture the current strengths and developmental needs of the employee focusing on the evaluation criteria Parts 1 and 2.

INTERIM APPRAISAL PHASE	YEAR-END APPRAISAL PHASE
<b>Current Strengths</b>	
<b>Current development needs</b>	

**Part IV : Signature and Comments**

Your signature below acknowledges that a discussion between an employee and manager has occurred. Upon discussion, both must sign on the space provided below to signify acceptance and agreement to the results of the evaluation. If the Ratee has some questions or concerns that remained unresolved after the dialogue, he/she is required and state (under comments) the pending issues for resolution.

INTERIM APPRAISAL PHASE		YEAR-END APPRAISAL PHASE	
Comments (if any) :		Comments (if any) :	
APPROVAL/CONCURRENCE		APPROVAL/CONCURRENCE	
Signature of Employee (Ratee)	Date	Signature of Employee (Ratee)	Date
Signature of Supervisor/Manager (Rater)	Date	Signature of Supervisor/Manager (Rater)	Date
NEXT LEVEL MANAGER APPROVAL		NEXT LEVEL MANAGER APPROVAL	
<input type="checkbox"/> Approved as is <input type="checkbox"/> Approved with comments <input type="checkbox"/> Not Approved		<input type="checkbox"/> Approved as is <input type="checkbox"/> Approved with comments <input type="checkbox"/> Not Approved	
Comments (if any) :		Comments (if any) :	
Signature of Next Level Manager	Date	Signature of Next Level Manager	Date



**PERFORMANCE RATINGS**

- ☞ 5.00 - Performance consistently exceeds position requirements
- ☞ 4.75 - Performance meets and 80% exceeds position requirements
- ☞ 4.50 - Performance meets and 70% exceeds position requirements
- ☞ 4.25 - Performance meets and 60% exceeds position requirements
- ☞ 4.00 - Performance meets and frequently exceeds position requirements
- ☞ 3.75 - Performance meets and 40% exceeds position requirements
- ☞ 3.50 - Performance meets and 30% exceeds position requirements
- ☞ 3.25 - Performance meets and 20% exceeds position requirements
- ☞ 3.00 - Performance meets and may occasionally exceed position requirements
- ☞ 2.00 - Performance meets and many but not all position requirements
- ☞ 1.00 - Performance does not meet position requirements

OVER-ALL ASSESSMENT : Interim (Jan 01 to Jun 30)		OVER-ALL ASSESSMENT : Year-end (Jul 01 to Dec 31)	
<b>PART I - Key Result Areas (KRAs)</b>	<b>0.00</b>	<b>PART I - Key Result Areas (KRAs)</b>	<b>0.000</b>
<b>PART II - Core Competencies</b>	<b>0.00</b>	<b>PART II - Core Competencies</b>	<b>0.00</b>
<b>TOTAL SCORE : PART I + PART II</b>	<b>0.000</b>	<b>TOTAL SCORE : PART I + PART II</b>	<b>0.000</b>

===== **FOR HR USE ONLY** =====

<b>INTERIM APPRAISAL RATE</b>		<b>YEAR-END APPRAISAL RATE</b>	
Remarks :		Remarks :	
Date Received :		Date Received :	