



Staff Performance Appraisal

Marketing / Jones Tarie / 03 Sep 2021 / Liza Palms

Complete

Score	88.57%	Failed items	0	Actions	0
Date and Time of Review				3 Sep 2021 08:00 PST	
Department				Marketing	
Name of Employee				Jones Tarie	
HR Manager / Supervisor				Liza Palms	

General Information

Employee Number	SC0054121
Post	SEO Content Specialist
Date Hired	12 Feb 2018
Employment Status	Regular

Reference

REFERENCE: Rating Guidelines

[This is an example of how you can use iAuditor to include reference images in your templates to assist with assessment]

Assessment Areas	Rating Guidelines
Attendance	5 = No late for work or absence record, willing to take urgent duty at short notice 4 = No late for work or absence record during the appraisal period 3 = Less than 3 times of late for work or absence record during the appraisal period 2 = 3 times of late for work or absence record during the appraisal period 1 = More than 3 times of late for work or absence record during the appraisal period
Job knowledge and skills	5 = Substantially exceeds job requirements
Quality of work	4 = Exceeds job requirements
Initiative and motivation	3 = Meets job requirements
Team work	2 = Partially meets job requirements
General conduct	1 = Does not meet most job requirements
Discipline	5 = No disciplinary record, always follow supervisor's and working instructions 4 = No disciplinary record 3 = Less than 3 times of disciplinary record 2 = 3 times of disciplinary record 1 = More than 3 times of disciplinary record

Performance Assessment

88.57%

Attendance

5

- Jones has no record of tardiness.
- She manages to plot all her leaves and extend work hours if needed.

Job Knowledge and Skills

4

Jones is willing to take a big leap in her skills. She manages to finish tutorial modules and apply them to her tasks.

Quality of Work

4

Jones consistently hit her targets. She's never afraid to ask when she's in doubt and she wants to make sure customers can easily understand and use the templates she build for SEO.

Initiative and Motivation

4

Jones keeps on motivating her colleagues to finish their assigned tasks and help them with technical issues or difficulties. She proactively tries different styles and new techniques when coding so our vision and hers materialize.

Teamwork

5

Manages to hit team targets with quality assured outputs

General Conduct

4

Jona complied with the company's core values and it shows on her work ethics.

Discipline

5

No disciplinary records.

Completion

• Look at the total score above and select the relevant overall performance rating.

4

SEO team lead in planning and organizing an entry in a company competition. They manage to handle it well without sacrificing team output.

Reference Guide

Overall Performance Rating	5 = 100% - 95% 4 = 94% - 80% 3 = 79% - 60% 2 = 59 - 40% 1 = 39% and below
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Special task taken up or commendation obtained by the employee during the appraisal period

SEO team lead in planning and organizing an entry in a company competition. They manage to handle it well without sacrificing team output.

Overall comments on performance

She is very eager to learn new things and she put a lot of effort into her work. She and her team manage to consistently hit their targets.

Sign-off

Full Name and Signature of Employee



Jones Tarie
3 Sep 2021 08:15 PST

Full Name and Signature of Supervisor / HR Manager



Liza Palms

3 Sep 2021 08:16 PST