

Subject: WORK IMMERSION

Topic: Pre- Immersion: APPRAISAL SHEET

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Semester: SECOND

Grade: 12

Week: 3



QUEST: Appreciating the importance of credentials by:
a. filling out application forms (Appraisal Sheet)



EQUIP: APPRAISAL SHEET

An **Appraisal Sheet** is a document that managers and human resources staff use to evaluate the performance of employees. The form often includes ratings and room for comments on performance. On an appraisal sheet, managers keep track of employees' achievements and contributions during a specific period. They also indicate the employees' areas of strength and weakness.

Managers often use the performance appraisal sheet to guide them through an employee's performance review by highlighting specific items to discuss. When going through the appraisal sheet, both the employee and manager can work together to create goals for the employee.

Understanding the importance of appraisals

Appraisals are central both to human resource management and performance management. Understanding their role, objectives, benefits and purpose is important to all employers. Appraisal systems exist to improve organizational efficiency by ensuring that individuals perform to the best of their ability, develop their potential, and earn appropriate reward. This in turn leads to improved organizational performance. Appraisals have three main purposes:

The first purpose of an appraisal is **Reward Review Component**, measure the extent to which an individual may be awarded a salary increase compared with his or her peers.

The second purpose of an appraisal is **Performance Review Component**, to identify any training needs and, if appropriate, to provide training and development to enable an individual to help the organization to achieve its objectives.

The third purpose of an appraisal is **Potential Review Component**, appraisals are also important to aid an individual's career development by attempting to predict work that the individual may be capable of in the future.



ASIAN LEARNING CENTER INC.
SENIOR HIGH SCHOOL DEPARTMENT

WORK IMMERSION PERFORMANCE APPRAISAL SHEET

School Year _____

Student's Name: _____ Strand: _____
Partner Institution: _____ Major: _____
Address: _____ Contact No.: _____
Work Immersion Supervisor: _____ Position: _____
Training Period: _____ to _____ No. of Hours Rendered: _____

Directions. For each behavioral item listed within the competency bands, with 5 being the most and 1 is the least, please select the evaluation most suited.

5	Outstanding	Performance exceeds the required standard.
4	Very Satisfactory	Performance fully met job requirements. Was able to perform what was expected of a person in his/her position.
3	Satisfactory	Performance has met the required standard. Can perform duties with minimal supervision.
2	Fair	Performance partially meets the required standard. Less than satisfactory could be doing better.
1	Needs Improvement	Performance does not meet the required standard. Major Improvements needed.
NA	Not Applicable	Performance indicator is not relevant to the job.

COMPETENCIES	5	4	3	2	1
A.TEAM WORK					
1. Consistently works with others to accomplish goals and tasks.					
2. Treats all team members in a respectful and courteous manner.					
3. Actively participates in activities and assigned tasks required.					
4. Willing to work with team members to improve team collaboration on a continuous basis.					
5. Considers the feedback and views of team members when completing an assigned task.					
Total Score/5					

COMPETENCIES	5	4	3	2	1
B.COMMUNICATION					
1. Actively listens to supervisor and/or co-workers.					
2. Comprehends written and oral information.					
3. Consistently delivers accurate information both written and oral.					
4. Reliably provides feedback as required, both internally and externally.					
Total Score/4					

COMPETENCIES	5	4	3	2	1
C.ATTENDANCE AND PUNCTUALITY					
1. Is punctual on a regular basis.					
2. Maintains good attendance.					
3. Informs supervisor in a timely manner when absenteeism and tardiness may occur.					
Total Score/3					

COMPETENCIES	5	4	3	2	1
D.PRODUCTIVITY/RESILIENCE					
1. Consistently produces quality results.					
2. Meets deadlines and manages time well.					
3. Can do multi-tasking.					
4. Can work under pressure and delivers the required tasks.					
5. Effective and efficient in time management.					
6. Efficiently informs supervisor of any challenge or hindrance related to given task or assignment.					
Total Score/6					

COMPETENCIES	5	4	3	2	1
E.INITIATIVE/PROACTIVITY					
1. Completes assignments with minimum supervision.					
2. Completes tasks independently and consistently.					
3. Seeks support as the need arises.					
4. Recognizes and takes immediate action to effectively address problems and opportunities.					
5. Engages in continuous learning					
6. Contributes new ideas and shares skills to improve the department/organization.					
Total Score/6					

COMPETENCIES	5	4	3	2	1
F.JUDGEMENT/DECISION MAKING					
1. Analyzes problems effectively.					
2.Has the ability to make creative and effective solutions to					
.3. Demonstrates good judgment in handling routine problems.					
Total Score/3					

COMPETENCIES	5	4	3	2	1
G.DEPENDABILITY/RELIABILITY					
1. Has the ability to follow through and meet deadlines.					
2. Has commitment for his/her action.					
3. Can adjust easily to changes in the workplace.					
4. Displays high level of performance at all times.					
Total Score/4					

COMPETENCIES	5	4	3	2	1
H.ATTITUDE					
1. Offers assistance willingly.					
2. Shows a positive work attitude.					
3. Shows sensitivity to and consideration for other's feelings.					
4. Accepts criticism positively.					
5. Shows pride in work.					
Total Score/5					

COMPETENCIES	5	4	3	2	1
I.PROFESSIONALISM					
1. Respects persons in authority.					
2. Uses all tools, equipment and facilities responsibly.					
3. Follows all policies and procedures when issues and conflict arises.					
4. Physical appearance conforms with the workplace and placement rules.					
Total Score/4					

SUMMARY OF RATINGS

CRITERIA	WEIGHTED AVERAGE
A. Team Work	
B. Communication	
C. Attendance & Punctuality	
D. Productivity/Resilience	
E. Initiative/Proactivity	
F. Judgment/Decision Making	
G. Dependability/Reliability	
H. Attitude	
I. Professionalism	
Over-All Total	
Over-All Weighted Average (Over-All Total/9)	
Equivalent Grade (from the Transmutation Table)	

TRANSMUTATION TABLE

Computed Weighted Average	Equivalent Grade
4.20 – 5.00	98
3.40 – 4.19	95
2.60 – 3.39	90
1.80 – 2.59	85
1.00 – 1.79	80

Remarks/Suggestions:

Student’s signature above Printed Name

Work Immersion Supervisor’s Signature above Printed Name



MISSION:

Instruction: complete the table below by using the transmutation table.

Example: **Computed Weighted Average** **Equivalent Grade**
3.45 \longleftrightarrow 95

Computed Weighted Average	Equivalent Grade
2. 55	1. _____
2. _____	79
3. _____	91
4. 40	4. _____
3. 00	5. _____
6. _____	85
1.02	7. _____
2. 60	8. _____
9. _____	0
10. _____	87



STACK:

Why performance appraisal is important for every organization?

Employees often question the value and usefulness of the time and effort taken up by an appraisal. However, it establishes key results that an individual need to achieve within a time period while also comparing the individual's performance against a set and established standard. The employee is not the only beneficiary - the organization benefits through identifying employees for promotion, noting areas for individual improvement, and by using the system as a basis for human resource planning.

References:

- [investopedia.com](https://www.investopedia.com)
- [acqnotes.com](https://www.acqnotes.com)
- <https://www.newtimes.co.rw>
- <https://www.indeed.com/recruitment/c/info/performance-appraisal-forms>



Name: _____ Quarter: **2ND SEM – 3RD QUARTER**
Yr. and Sec.: _____ Week: **THREE**

Assessment in Work Immersion (Week 3)

Direction: Follow the given instruction below.

- Get a copy of the Work Immersion Performance Appraisal Sheet.
- Choose one classmate to rate your appraisal sheet.
- Compute the given rating.
- Pass your computed appraisal sheet to your subject teacher.

(ANSWERS MAY VARY)