



PHILIPPINE CHARITY SWEEPSTAKES OFFICE

FEEDBACK FORM FOR SUPERVISORS AND MANAGERS

OFFICIAL TO BE RATED :

POSITION DURING THE RATING PERIOD :

DEPARTMENT/OFFICE:

DATE ACCOMPLISHED:

IMPORTANT REMINDERS:

This feedback form can be a positive means to assist your supervisors/managers in improving job performance. Feedback affords subordinates the opportunity to clarify what they expect of their supervisor in fostering a work climate that helps to attain the goals of the office. It is important to give constructive feedback in your evaluation which should not reflect personal prejudice, bias or favoritism. To preserve anonymity of the subordinate providing feedback, this form does not require any signatures.

INSTRUCTIONS:

Read the sentences below and rate your Managers/Supervisors according to the following Rating Level Guide by putting a circle on the appropriate rate

- * EE - Exceeds Expectations (4 pts.)
- * ME - Meets Expectations (3 pts)
- * NI - Needs Improvement (2 pts)
- * U - Unsatisfactory (1 pt)

AREAS FOR EVALUATION	EVALUATION RATING			
	EE (4pts)	ME (3pts)	NI (2pts)	U (1pt)
JOB KNOWLEDGE				
* Understands the duties and responsibilities of the job	4	3	2	1
* Has a technical expertise of the job as well as its related policies and procedures	4	3	2	1
* Keeps up-to-date with new policies, procedures and techniques	4	3	2	1
*Shows attention to detail, accuracy and exercises good judgment and discretion	4	3	2	1
TOTAL				
INITIATIVE AND PROBLEM SOLVING				
*Generates innovative ideas, approaches and solutions	4	3	2	1
*Looks for ways to improve effectiveness by implementing new ideas and more efficient approaches.	4	3	2	1
*Proactively seeks performance feedback and identifies approaches to improve performance	4	3	2	1
*Anticipates and recognizes potential problems and generates alternative solutions when solving problems	4	3	2	1
*Capable of resolving conflicts among subordinates	4	3	2	1
TOTAL				
SUB TOTAL				

AREAS FOR EVALUATION	EVALUATION RATING			
	EE	ME	NI	U
	4pts	3pts	2pts	1pt
INTERPERSONAL RELATIONSHIP				
* Is sensitive to the needs, feelings and capabilities of others	4	3	2	1
*Interacts effectively with a wide diversity of individuals and work styles	4	3	2	1
*Approaches others in a non-threatening and pleasant manner and treats them with respect	4	3	2	1
*Maintains a high level of character and professional attitude; knows when it is appropriate to compromise and when it is important to take a stand	4	3	2	1
* Is accessible to individual staff and takes time to listen to opinions, suggestions and feedbacks	4	3	2	1
*Shows fairness and impartiality in interactions; always interested in employee welfare	4	3	2	1
TOTAL				
LEADERSHIP QUALITIES and MANAGEMENT SKILLS				
*Coaches, develops and inspires people to accomplish goals.	4	3	2	1
* Creates and maintains a positive work environment where everyone is treated fairly	4	3	2	1
*Distributes work appropriately, fairly considering the abilities and time constraints of subordinates	4	3	2	1
*Encourages professional development of staff	4	3	2	1
*Keeps staff informed on decisions, changes and other relevant information in a timely manner	4	3	2	1
* Is flexible and willing to admit mistakes or change directions when warranted	4	3	2	1
*Ability to analyze problems or procedures evaluate alternatives and select best course of action	4	3	2	1
*Clearly defines responsibilities and motivates employees to think and work independently	4	3	2	1
TOTAL				
ATTENDANCE AND TIMELINESS (Check only the item that best describes the attendance of your boss)				
	4	3	2	1
* Arrives in workplace on or before office hours and leaves the office late (works in extended period)				
Arrives on time and leaves on time				
Arrives late and leaves late				
Arrives late and leaves early				
	Most of the time	1 to 2 abs in a month	3 to 5 abs in a month	More than 5 abs in a mo
Reports for work regularly				
SUB TOTAL				
GRAND TOTAL				

90-100 - Excellent

80-89 - Very Satisfactory

70-79 - Satisfactory

60-69 - Needs Improvement

59 AND BELOW - Unsatisfactory