

1	Exceptional	Performance significantly and consistently exceeds normal job requirements and expectations of his/her position. Accomplishments are unique, exceptional, and far beyond what are required.
2	Commendable/ Highly Effective	Performance is clearly and consistently above and beyond normal job requirements and expectations for his/her position. Accomplishments are above expected level or essential job requirements.
3	Effective/ Satisfactory	Performance consistently meets the normal job requirements and expectations of his/her position in all aspects.
4	Below Expectation	Performance meets most essential job requirements; however, work is not consistent and requires revision and some degree of supervision.
5	Unsatisfactory	Performance does not meet the minimum requirements of the job and requires frequent revision and a high degree of supervision and direction. Immediate attention and action is required.
6	Too Soon To Tell	Insufficient evidence or time spent to necessitate a rating.

V. SIGN-OFFS

I have examined this document and have discussed the contents with the reviewer.				☒ Yes	☐ No
Reviewee's Signature		Date	4 / 9 / 2015		
Reviewer's Signature		Date	4-9-2015		
Optional: Reviewee can provide his or her comments on additional sheet, if necessary.					
Manager's Signature		Date			
Partner's/ HoD's Signature		Date			

Please tick :

To be confirm ()

To be extend the probation (✓)