

GUAM HOUSING CORPORATION PERFORMANCE EVALUATION

Personnel Data: Employee, Supervisor, Agency Head		
	Type or Print Information	Signature
Employee (to be evaluated)	Alice M. Taijeron	<i>Alice M. Taijeron</i>
S.S.N. or Employee I.D. No.	1000	<input checked="" type="checkbox"/> I agree with the findings of my performance evaluation.
Position Title	President	
Department or Division	Executive	<input type="checkbox"/> I disagree with the findings of my performance evaluation
Evaluator:	Francisco A. Florig	
Position Title:	Chairman Board	<input checked="" type="checkbox"/> The employee and I have met to discuss the findings of this evaluation in detail, reviewing the specific criteria points identified below.
Department or Division	Executive	
Date Prepared:	07/25/2019	
Evaluator's Supervisor	Francisco A. Florig	<input checked="" type="checkbox"/> On the basis of the content of this report, I have determined that the Evaluator's ratings are appropriately justified.
Position Title	President	
Date:		

Effective Performance Appraisal Period			
From	01/25/19	To	07/25//19
Overall Evaluation: Cumulative Performance Point Score (Clearly Circle One)			
0-10	11-20	21-30	31-40
Unsatisfactory	Needs Improvement	Satisfactory performance	Superior Performance

President's Determination (or other authorized designee *)		
My signature indicates that I concur with the Evaluator's findings and approve of the recommended rating.		
Francisco A. Florig	Signature <i>F. Florig</i>	Date 7/04/19
<input type="checkbox"/> Salary Increment is Recommended.		
<input checked="" type="checkbox"/> Salary Increment is Not Recommended.		
*Authorization must be noted in writing by the President or the Board for authentication purposes		
Funds are certified as available should the salary increment be recommended and implemented based on existing statutory mandates.		
Certified by: Alysia I. Leon Guerrero, Accounting Manager		Date:

Review Criteria:		
1	Knowledge and Skill	Does the employee meet the requirements of the duties of the job?
2	Productivity	How does volume of work compare with any recognized standard or compare with others doing the same or similar work given the availability of adequate resources to complete tasks?
3	Work Quality	Is work accurate and thorough by any recognized standard or compared with others doing the same or similar work?
4	Responsibility	How much care does the employee give to preserving and conserving corporate properties?
5	Dependability & Attendance	How much can you count on an employee being on the job? Does work get done on time?
6	Interpersonal cooperation	What is employee's attitude towards fellow workers, boss, public? What is employee's ability or desire to cooperate?
7	Safety and Good Housekeeping	What is the employee's safety record? Is he willing to cooperate by carrying out company safety rules and good housekeeping practices?
8	Judgment	How well does the employee exercise common sense and sound judgment in decision making?

Comments: