
	<h1>Manpower Performance Evaluation Form</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-11.16
	Department: Quality Assurance	Effective Date: June 05, 2017	Revision No 0

Manpower Performance Evaluation Form																
INFORMATION MANPOWER PROVIDER: _____ EVALUATOR: _____ DATE: _____ SBU/POSITION: _____ REVIEW PERIOD: _____		<table border="1"> <tr> <td>DOCUMENT NO:</td> <td>FM-SS-11.16</td> </tr> <tr> <td>EFFECTIVE DATE:</td> <td>June 05, 2017</td> </tr> <tr> <td>REVISION NO:</td> <td>0</td> </tr> <tr> <td>DEPARTMENT:</td> <td>Quality Assurance</td> </tr> </table>		DOCUMENT NO:	FM-SS-11.16	EFFECTIVE DATE:	June 05, 2017	REVISION NO:	0	DEPARTMENT:	Quality Assurance					
DOCUMENT NO:	FM-SS-11.16															
EFFECTIVE DATE:	June 05, 2017															
REVISION NO:	0															
DEPARTMENT:	Quality Assurance															
GUIDELINES																
		PERFORMANCE RATING														
(5)	Good - Performance is consistently superior and above job requirements															
(3)	Fair - Performance is regularly competent and dependable															
(1)	Poor - Performance was below standard and fails to meet job requirements															
CRITERIA																
RELIABILITY	<ul style="list-style-type: none"> Did the company provide the promised level of service consistently, accurately, and on a timely basis? Dependability are the abilities to do required jobs well with a minimum of supervision. 															
ASSURANCE	<ul style="list-style-type: none"> Consider the quality of service, the correctness of work duties performed Assured that there were no errors on services provided Assure safety and security; Does F2 feel safe on the services given by the provider? 															
TANGIBLES	<ul style="list-style-type: none"> Is the personnel physically fit and able to work consistently and with only moderate fatigue Appearance of the personnel provided, we consider their cleanliness, grooming, neatness and hygiene 															
EMPHATHY	<ul style="list-style-type: none"> Follow F2 Logistics' rules and policies Attitude is the sociability and warmth which an individual imparts in his/her attitude toward clients, other employees, his/her supervisor. Courtesy is the polite attention the individual gives other people. Does the external provider have a good relationship with F2 Logistics? 															
RESPONSIVENESS	<ul style="list-style-type: none"> Does the company provide fast, high-quality service to F2 Logistics? Do they reach F2 Logistics promptly if it has concerns about their services? Do they provide F2 Logistics' requirements on time? Flexibility of services 															
RATING																
CRITERIA		1 = POOR	3 = FAIR													
Reliability		<input type="checkbox"/>	<input type="checkbox"/>													
Comments																
Assurance		<input type="checkbox"/>	<input type="checkbox"/>													
Comments																
Tangibles		<input type="checkbox"/>	<input type="checkbox"/>													
Comments																
Emphaty		<input type="checkbox"/>	<input type="checkbox"/>													
Comments																
Responsiveness		<input type="checkbox"/>	<input type="checkbox"/>													
Comments																
Comments/Remarks for Improvement or Commendation:		<table border="1"> <tr> <td rowspan="5" style="vertical-align: top;"> Overall Rating (Average the total of the ratings number above) </td> <td colspan="2" style="text-align: center;"> Overall Rating </td> </tr> <tr> <td>Excellent</td> <td>23-35 91%-100%</td> </tr> <tr> <td>Very Good</td> <td>20-22 81%-90%</td> </tr> <tr> <td>Good</td> <td>18-19 71%-80%</td> </tr> <tr> <td>Fair</td> <td>15-17 60%-70%</td> </tr> <tr> <td>Poor</td> <td>1-14 Below 60%</td> </tr> </table>		Overall Rating (Average the total of the ratings number above)	Overall Rating		Excellent	23-35 91%-100%	Very Good	20-22 81%-90%	Good	18-19 71%-80%	Fair	15-17 60%-70%	Poor	1-14 Below 60%
Overall Rating (Average the total of the ratings number above)	Overall Rating															
	Excellent	23-35 91%-100%														
	Very Good	20-22 81%-90%														
	Good	18-19 71%-80%														
	Fair	15-17 60%-70%														
Poor	1-14 Below 60%															
Evaluated by: _____																
Reviewed by: _____																
Noted by: _____																

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled