

HR CAREER DEVELOPMENT PROGRAM

Guidelines

I. Evaluate Employee Performance

- Quantity/Volume of Work (TAT)
- Quality of Work (accuracy, timeliness, usefulness,)
- Job Knowledge
- Reliability
- Cooperation
- Initiative
- Attendance and Punctuality
- Integrity

II. Ability or potential to handle higher position

- Organizational Ability
- Ability to Maintain Discipline
- Ability to Instruct
- Leadership
- Dependability
- Cooperation
- Judgement
- Job Knowledge
- Creativeness
- Initiative
- Integrity

III. Work Experience

IV. Educational Attainment

V. Develop Employee with Potential

- **LOMA Examinations**
- **Technical Skills**
- **Coaching**
- **Cross Training**
- **Leadership Skills**