

نموذج تقييم الاداء الوظيفي للمديرين

Name of Appraisee: _____ Designation: _____

Department: _____ Service Start Date: _____

Appraisal Period From: _____ to _____ Purpose of Review: *Confirmation*

Annual Review

Name and Designation of Appraiser: _____

Nature of Relationship: _____



XYZ Copmany seeks corporate value of higher significance, pursuing **innovative quality** in the areas of **Customers, Employees, Society, Products, Technology, Management and Fairness**



The purpose of this evaluation is to communicate clearly to the individual evaluated how well he/she is meeting expectations for a person at his/her level. *You are required to support your rating with comments in the spaces provided for each category. For statements that do not apply to the person being evaluated, please mark, Not Applicable (NA). Comments should be specific (including examples) and explanatory. If your evaluation and recommendations cannot be adequately covered in the space provided, you should prepare an attachment to this appraisal form. This form should be reviewed by the next level of authority, before discussion with the person being evaluated.

*Please refer to the goals set during the previous appraisal period, as you conduct your assessment.

Performance for each category is graded into the following:

<i>Outstanding</i>	5 points	<i>Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.</i>
<i>Very Good</i>	4 points	<i>Performance is consistent and exceeds expectations.</i>
<i>Good</i>	3 points	<i>Performance is consistent. Clearly meets job requirements.</i>
<i>Fair</i>	2 points	<i>Performance is satisfactory. Meets minimum requirements of the job.</i>
<i>Needs Improvement</i>	1 point	<i>Performance is inconsistent. Meets requirements of the job occasionally.</i>
<i>Unsatisfactory</i>	0 point	<i>Performance does not meet minimum requirements of the job.</i>

Outstanding Very Good Good Fair Needs Improvement Unsatisfactory Not Applicable

الجزء الأول : العملاء

التعليق	Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory	Not Applicable
1 - يعطي أولوية عليا لتحقيق رضا العملاء (العملاء الداخليين و الخارجيين)	5	4	3	2	1	0	NA
2- يظهر مهارات التفاوض الفعال مع الموردين والعملاء وفريق العمل	5	4	3	2	1	0	NA

الجزء الثاني : الموظفين

التعليق	Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory	Not Applicable
1 – يظهر الاهتمام بالتطوير المهني لفريق العمل داخل القسم	5	4	3	2	1	0	NA
2 – نشط في تدريب الموظفين الجدد وقليل الخبرة	5	4	3	2	1	0	NA

التعليق	Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory	Not Applicable
يسعى إلى تطوير علاقات جيدة مع الإدارات الأخرى	5	4	3	2	1	0	NA
يضمن العمل الجماعي والتعاون بين الموظفين	5	4	3	2	1	0	NA
يتمتع بمهارات شخصية فعالة	5	4	3	2	1	0	NA

Comments

Outstanding Very Good Good Fair Needs Improvement Unsatisfactory Not Applicable

مهارات التواصل	يتواصل ويقدم المعلومات على نحو فعال	5	4	3	2	1	0	NA
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الجزء الثالث : المجتمع

الوعي بالتكلفة	يعزز الأنشطة والممارسات التي من شأنها توفير موارد الشركة وتقليل الهدر	5	4	3	2	1	0	NA
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الجزء الرابع :المنتجات والخدمات

المعرفة الوظيفية	التحديث المستمر لموضوعات التطوير في المجال	5	4	3	2	1	0	NA
	التمتع بمستوى عال من الكفاءة الفنية في مجال العمل	5	4	3	2	1	0	NA

سلوكيات العمل	الالتزام بالتطوير الشخصي والمهني	5	4	3	2	1	0	NA
	يخطط وينظم العمل بكفاءة	5	4	3	2	1	0	NA
	يتمتع بالمبادرة والاستباقية	5	4	3	2	1	0	NA

Comments

		Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory	Not Applicable
الجودة الذهنية	يضمن أن العمل المنجز في القسم دقيق وذو جودة عالية	5	4	3	2	1	0	NA

السلامة	يضمن عادات العمل المتأنيبة التي تتوافق مع متطلبات السلامة في القسم	5	4	3	2	1	0	NA
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الجزء الخامس : التقية

تحسين العمليات	يسعى لتحسين العمليات وأساليب العمل باستمرار	5	4	3	2	1	0	NA
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الجزء السادس : الادارة

اتخاذ القرارات	القدرة على الحكم السليم عند اتخاذ القرارات	5	4	3	2	1	0	NA
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حل المشكلات	يساعد في حل مشكلات فريق العمل في الامور المتعلقة بالعمل	5	4	3	2	1	0	NA
	يتعامل مع المواقف المشككة بكفاءة	5	4	3	2	1	0	NA

Comments

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		Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory	Not Applicable
الهدف التوجه نحو	يضع اهداف واقعية ويتحمل المسؤولية عن تحقيقها	5	4	3	2	1	0	NA

قيادة / تحفيز الموظفين	يمثل قوة حسنة لموظفيه	5	4	3	2	1	0	NA
	يحفز فريق العمل لتحسين العمل في كافة المجالات	5	4	3	2	1	0	NA
	يفوض المسؤوليات لمؤسسيه بكفاءة	5	4	3	2	1	0	NA
	يقدم التغذية المرتجة لمؤسسيه في وقتها	5	4	3	2	1	0	NA

الجزء السابع : الانصاف

النزاهة	يتمتع بالنزاهة وأخلاقيات العمل الجيدة	5	4	3	2	1	0	NA
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Dependability/ Responsibility	يتمتع بالقدرة على التحمل والاضطلاع بمسئوليته	5	4	3	2	1	0	NA
	قابل للتكيف وعلى استعداد لقبول مسؤوليات جديدة	5	4	3	2	1	0	NA

Comments

Evaluation

	<i>Formula</i>	<i>Score</i>
<i>Total Score</i>	$\frac{\text{Total Scores}}{\text{Number of Questions Answered}} \times 5$	

Grading

<input type="checkbox"/> 90%- 100%	<p>Outstanding Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards in all job requirements.</p>
<input type="checkbox"/> 76%-89%	<p>Very Good Performance is consistent, and exceeds expectations in all situations.</p>
<input type="checkbox"/> 60%-75%	<p>Good Performance is consistent. Clearly meets essential requirements of job.</p>
<input type="checkbox"/> 45%-59%	<p>Fair Performance is satisfactory. Meets requirements of the job.</p>
<input type="checkbox"/> 31%-44%	<p>Needs Improvement Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for most problem areas.</p>
<input type="checkbox"/> 0%-30%	<p>Unsatisfactory Performance does not meet the minimum requirements of the job.</p>

Growth and Development

(i) List the appraisee' s strengths

(ii) List the areas for improvement

(iii) What specific plans of action, including training, will be taken to help the appraisee in their current job or for possible advancement in the company?

Achievement

(i) Describe the appraisee' s areas of additional responsibilities and/or other work-related achievements

Review with Staff

My immediate superior and I have discussed my performance review.

- () I agree with the appraisal
- () I disagree with the appraisal

Comments:

Signature of Employee

Date

Recommendations

- | | |
|--|---|
| <input type="checkbox"/> Termination | <input type="checkbox"/> Consider for merit increment |
| <input type="checkbox"/> Extension of probation | <input type="checkbox"/> Transfer to other types of work |
| <input type="checkbox"/> Suitable for confirmation
(w.e.f. _____) | <input type="checkbox"/> Ready for promotion |
| <input type="checkbox"/> Normal increment of S\$ _____ | <input type="checkbox"/> Has potential for promotion, but not ready now |
| <input type="checkbox"/> No salary increment | <input type="checkbox"/> Others: _____
_____ |

Other Remarks:

Signature of Appraiser

Date

HUMAN RESOURCE DEPARTMENT'S USE

Present Salary: _____

Date of Last Increment: _____

New Salary: _____

Effective Date: _____

Comments:

Signature of Managing Director

Date