# PERFORMANCE EVALUATION FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name *Nama Karyawan* | {Employee Name} | | | |
| Position *Jabatan* | {Position} | | | |
| Department *Departemen* | {Department} | | | |
| Evaluation Period *Periode Evaluasi* | From *Dari* | {Evaluation Period from} | To  *Sampai* | {Evaluation Period to} |
| Evaluator  *Penilai* | {Evaluator} | | | |

## Performance Criteria / Kriteria Kinerja

Rate on a scale of 1-5 (1 = Poor / Sangat Buruk, 2 = Below Average / Dibawah Rata-Rata, 3 = Average / Rata-Rata, 4 = Good / Baik, 5 = Excellent / Sangat Baik).

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Criteria Kriteria** | **Rating Penilaian** | **Comments Komentar** |
| 1 | *Job Knowledge and Skills Pengetahuan dan Keterampilan Pekerjaan* | {Rate 1: Job Knowledge and Skills} | {comment 1} |
| 2 | Quality of Work *Kualitas Pekerjaan* | {Rate 2: Quality of Work} | {comment 2} |
| 3 | Productivity *Produktivitas* | {Rate 3: Productivity} | {comment 3} |
| 4 | Initiative and Creativity *Inisiatif dan Kreativitas* | {Rate 4: Initiative and Creativity} | {comment 4} |
| 5 | Teamwork and Cooperation *Kerja Sama dan Kolaborasi* | {Rate 5: Teamwork and Cooperation} | {comment 5} |
| 6 | Communication Skills *Keterampilan Komunikasi* | {Rate 6: Communication Skills} | {comment 6} |
| 7 | Reliability and Punctuality *Keandalan dan Ketepatan Waktu* | {Rate 7: Reliability and Punctuality} | {comment 7} |
| 8 | Adherence to Company Policies *Kepatuhan terhadap Kebijakan Perusahaan* | {Rate 8: Adherence to Company Policies} | {comment 8} |
| 9 | QHSE Compliance *Kepatuhan QHSE* | {Rate 9: QHSE Compliance} | {comment 9} |
| 10 | Overall Performance *Kinerja Keseluruhan* | {Rate 10: Overall Performance} | {comment 10} |

## Goals Achieved During This Period / Tujuan yang Dicapai Selama Periode Ini

|  |
| --- |
| 1. {Goals Achieved 1} |
| 1. {Goals Achieved 2} |
| 1. {Goals Achieved 3} |

## Areas for Improvement / Area yang Perlu Ditingkatkan

|  |
| --- |
| 1. {Areas for Improvement 1} |
| 1. {Areas for Improvement 2} |
| 1. {Areas for Improvement 3} |

## Training Needs Identified / Kebutuhan Pelatihan yang Diidentifikasi

|  |
| --- |
| 1. {Training Needs Identified 1} |
| 1. {Training Needs Identified 2} |
| 1. {Training Needs Identified 3} |

## Employee's Comments / Komentar Karyawan

|  |
| --- |
| {Employee's Comments} |

## Recommendation / Rekomendasi

Choose 1 (one) of the options

|  |  |
| --- | --- |
| {op1} | Termination / Pemutusan Hubungan Kerja |
| {op2} | Contract Extension / Perpanjangan Kontrak |
| {op3} | Permanent Employment / Pekerjaan Tetap |
| {op4} | Termination / Pemutusan Hubungan Kerja |
| {op5} | Other (Specify): / Lainnya (Sebutkan): {If other, please specify} |

## Signatures / Tanda Tangan

|  |  |  |
| --- | --- | --- |
| Employee | Evaluator | HOD |
| {Employee Name} | {Evaluator Name} | {Evaluator Name} |