

Performance Appraisal Form
Technicians & Support

This is the Main Appraisal Form, to be prepared by the Direct Manager after the 1st meeting with the Employee. Valid after being signed by Employee, Direct Manager, Department Head and Head of HR

Appraisal Period: 1/1/2017 - 31/12/2017

Name:	<i>Islam Ahmed</i>	Emp. ID:	10447
Job Title:	Filing clerk	In Position Since:	01/12/2009

Objectives Evaluation

S.	Objective	Weight	Actual Achievement	Weighted Score	Comments
1	Updating files	0.5	97	48.5	
2	Helping colleagues to get the needed files.	0.3	99	29.7	
3	Registering and preparing customers files to be filed.	0.2	99	19.8	
4				0	
5				0	
6				0	
7				0	
8				0	
9				0	
10				0	
Sum of Objectives Weights		1			
Overall Objectives Rating (Sum of the Weighted Scores)					98
Weighted Objectives Rating (The figure above x 0.7)					68.6

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Competency Evaluation

Personal Skills

Job Knowledge	5
Utilization of Resources	5
Working Under Pressure	4
Commitment	5
Cooperation	5
Initiative	4
Flexibility	5
Effective Communication	5
Compliance to Company Rules	5

Overall Competency Rating	95.55555556
Weighted Competency Rating (The figure above x 0.3)	28.66666667

Total Appraisal Rating (Weighted Competency Rating + Weighted Objectives Rating)	97.26666667
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Suggestions & Comments

Appraiser's Comments

He needs salary increment.

Employee's Comments

* I hope to increase my grade and salary.
 * Medical office chair.

Professional Development

S.	Area for Development	Suggested Course	Proposed Training Month
1			
2			
3			

Signatures

	Name	Signature	Date
Employee	Islam Ahmed		
Direct Manager	Ali EL Magraby		
Department Head			
Head of HR			