

**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: 1/1/2018 - 31/12/2018**

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

**Objectives Evaluation**

S.	Objective	Weight	Actual Achievement	Weighted Score	Comments
1	Helping colleagues to get the needed files.	0.1	93	9.3	
2	Arrangement, organize and facilitate vehicle files	0.3	98	29.4	
3	Preparing Daily Paid Invoices report	0.25	97	24.25	
4	Preparing Split 37 - Customer Satisfaction report	0.25	95	23.75	
5	Preparing Split 07 - Come Back Analysis Report	0.1	92	9.2	
6				0	
7				0	
8				0	
9				0	
10				0	
<b>Sum of Objectives Weights</b>		<b>1</b>			
<b>Overall Objectives Rating (Sum of the Weighted Scores)</b>					<b>95.9</b>
<b>Weighted Objectives Rating (The figure above x 0.7)</b>					<b>67.13</b>

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**Competency Evaluation**

**Personal Skills**

Job Knowledge	<input type="text" value="5"/>
Utilization of Resources	<input type="text" value="4"/>
Working Under Pressure	<input type="text" value="5"/>
Commitment	<input type="text" value="5"/>
Cooperation	<input type="text" value="5"/>
Initiative	<input type="text" value="4"/>
Flexibility	<input type="text" value="5"/>
Effective Communication	<input type="text" value="4"/>
Compliance to Company Rules	<input type="text" value="5"/>

<b>Overall Competency Rating</b>	<b>93.33333333</b>
<b>Weighted Competency Rating (The figure above x 0.3)</b>	<b>28</b>

<b>Total Appraisal Rating (Weighted Competency Rating + Weighted Objectives Rating)</b>	<b>95.13</b>
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**Suggestions & Comments**

**Appraiser's Comments**

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**Employee's Comments**

<p>* I hope to increase my grade, title and salary.</p>
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**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 Maghraby		
Department Head			
Head of HR			