

Performance Appraisal Form
Staff

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: 1/1/2016 - 31/12/2016

Name:	Islam Ahmed	Emp. ID:	10447
Job Title:	Filling Clark	In Position Since:	01/06/2011

Objectives Evaluation

S.	Objective	Weight	Actual Achievement	Weighted Score	Comments
1	Update data to customer files	0.5	100	50	
2	Help colleagues to get any file	0.3	98	29.4	
3	Preparing customers files	0.2	98	19.6	
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)					99
Weighted Objectives Rating (The figure above x 0.7)					69.3

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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	4
Compliance to Company Rules	5
Planning & Organizing	4
Problem Solving	5

Overall Competency Rating	92.72727273
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Weighted Competency Rating (The figure above x 0.3)	27.81818182
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Total Appraisal Rating (Weighted Competency Rating + Weighted Objectives Rating)	97.11818182
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Suggestions & Comments

Appraiser's Comments

Employee's Comments

I hope to increase my grade and salary

Professional Development

S.	Required Development Area	Suggested Course	Preferred Month For Training
1			
2			
3			

Signatures

	Name	Signature	Date
Employee	Islam Ahmed		01/11/2016
Direct Manager			
Department Head			
Head of HR			