APPRAISAL FORM ⚜ SILVERSEA®

Employee Name:	Rank:
Evaluator Name:	Rank:
Appraisal Reason:	Sign on date:
Name of the ship:	Date of appraisal:

Rating Guidelines:

FAR BELOW AVERAGE/ UNACCEPTABLE	BELOW AVERAGE/ UNACCEPTABLE	IMPROVEMENT REQUIRED	AVERAGE / ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT	ABOVE AVERAGE / EXCEPTIONAL	FAR ABOVE AVERAGE / EXCEPTIONAL
1	2	3	4	5	6	7	8	9

COMPETENCY	RATING	COMMENTS *Include relevant comments for ratings given*
1. PRACTICAL SKILLS *Use of Work Tools*		
2. THEORETICAL KNOWLEDGE *Knowledge and experience for the position*		
3. SAFETY AWARENESS *Adherence to Policy, including Public Health*		
4. PLANNING & SENSE OF ORDER *Ability to plan, prioritize and work in an orderly manner*		
5. JUDGEMENT & PROFESSIONAL SERIOUSNESS *Attitude towards work and appropriate actions*		
6. LOYALTY *Pride in Silversea*		
7. ENERGY *Enthusiasm and Positivity*		
8. SELF-MOTIVATION & INITIATIVE *Willing and able to carry out tasks with little instruction*		
9. RELIABILITY *Honest, Punctual, Diligent*		
10. VIGILANCE *Focus, concentration, alertness*		
11. STRESS RESISTANCE *Emotional reactions, coping behaviours*		
12. PERSONAL APPEARANCE *Adherence to Grooming Policy, Body Language*		
13. COMMUNICATION SKILLS *Verbal and non-verbal*		

COMPETENCY	RATING	COMMENTS *Mandatory for any ratings of 1,2,8 or 9*
14. SOCIAL TALENT *Team work, friendliness and acceptance of others*		
15. INTERCULTURAL SKILLS *Awareness and respect for other cultures*		
16. TEACHABILITY *Willingness and Capacity to learn*		
17. SELF-KNOWLEDGE *Awareness of own strengths and weaknesses*		
AVERAGE RATING:		
LEADERSHIP SKILLS *Ability to lead and inspire a team (If applicable)*		

RE-HIRE STATUS:	
SUCCESSION STATUS:	
WARNINGS RECEIVED: *Indicate the total number and the reason(s)*	

CONCLUDING COMMENTS

EMPLOYEE COMMENTS

HEAD OF DEPARTMENT COMMENTS (IF APPLICABLE)

CORPORATE MANAGER COMMENTS (IF APPLICABLE)

TRAINING AND DEVELOPMENT RECOMMENDATIONS

KEY ACHIEVEMENTS

EMPLOYEE signature and date	
EVALUATOR signature and date	
Head of Dept name, signature and date	

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