|  |  |
| --- | --- |
| ***C:\Users\Administrator\Desktop\PROZTEC\Administration\PROZTEC Logo\PROZTEC FINAL LOGO.png*** | Proz Technologies |

# Employee Evaluation

## Employee Information

| Name |  | Age |  |
| --- | --- | --- | --- |
| Position |  | Gender |  |
| Nationality |  | **Department** |  |
| Related Experience |  | **Notice Period** |  |
| Total No. of Experience |  |  |  |

## Ratings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 1 = Poor | | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Initiative | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Communication/Listening Skills | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Dependability | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Overall Rating (average the rating numbers above) | | |  | | | | |

## Evaluation

|  |  |
| --- | --- |
| Additional Comments |  |
|  |  |

## Verification of Review

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent | | | | |
| Recruiter Review | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | Date |  |
| HR Review | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | Date |  |
| IT Technical Head Review | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | Date |  |