**JOB EVALUATION FORM**

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| **Name of Employee** | Muhammad Nadir |
| **Designation** | Software Engineer |
| **Period of Evaluation** | **From:\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Status of Employee** | **Confirmed  On Probation** |

Listed below are performance factors and behavioral traits that are important in the performance evaluation of the employee’s job. All factors must be utilized for each employee. The “Overall Performance” evaluation should reflect the employee’s total performance, including the performance factors as related to the employee’s responsibilities and duties as set in the job.

Following is the rating scale guide being provided to assist the evaluator in assigning the most appropriate measurement of the employees’ performance factor.

**1= Unacceptable** (Consistently fails to meet the goals and targets as set by the organization. Performance is way below the requirements and immediate improvement is required to maintain employment)

**2= Needs Improvements** (Occasionally meets the target objectives. Performance must improve to meet the organizational targets)

**3= Meets Expectations** (Able to meet the organizational goals and performs well in the given situations)

**4= Exceeds Expectations** (Exceeds the job requirements and planned objectives are achieved above standards)

**5= Superior** (Highest level of performance that can be attained within a given set of instructions)

(Please note that in case of **“Unacceptable”** and **“Superior”** quality, Comments are required)

**PERFORMANCE INDICATORS**

1. **Technical Knowledge, Skills and Abilities**

Considering the opportunity, experience and guidance provided the degree to which employee exhibits the required technical skills to perform the job.

**1.  2.  3.**  **4.  5.**

**COMMENTS**

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1. **Assessment & Judgment**

Consider how well the employee analyzes problems, influence & determines appropriate action for solutions, and exhibits timely and decisive action. How well he/she thinks logically.

**1.  2.  3.  4.  5.**

**COMMENTS**

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1. **Work Administration** & **Self-Management**

How well does the employee perform day-to-day administrative tasks; manage time & maintain appropriate contact with supervisor? Consider how well the employee provides guidance and opportunities to other staff for their development and advancement.

**1.  2.  3.  4.  5.**

**COMMENTS**

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1. **Quality of Work Performed**

Does the quality of work performed (code practices, design Patterns and bugs etc) by the employee meet the quality standards?

**1.  2.  3.  4.  5.**

**COMMENTS**

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| **Due to shortage of time, I could not properly test each case of functions. Otherwise I deliver quality of work when I have much time.** |
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1. **Communication Skills**

Does the employee express ideas clearly (orally or and in writing), listen well and respond accordingly?

**1.  2.  3.  4.  5.**

**COMMENTS**

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1. **Dependability and Initiative**

Consider the amount of time spent directing the employee, and how well the employee seeks and assumes greater responsibility and fulfill the challenges faced himself.

**1.  2.  3.  4.  5.**

**COMMENTS**

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1. **Attendance and Punctuation**

Consider the time he arrives, number of absences, use of annual and sick leaves in accordance with the organization policy.

**1.  2.  3.  4.  5.**

**COMMENTS**

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1. **Client Feedback/Company growth:**

How well the client speaks about the work and efforts performed by the employee and acknowledge that the project is taking the course as he has vision it.

In which way you think you have been the part of Company growth.

(*In case you have not dealt with client in this evaluation period, your team lead is your client*)

**1.  2.  3.  4.  5.**

**COMMENTS**

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| **Name of Evaluator** |  |
| **Designation** |  |
| **Overall Performance** | **1.  2.  3.  4.  5.** |
| **Comments & Suggestions :**  **Comments: (**below are the comments of above points)  7- Must revise the **Leaves Policy**…  I took leave in mid of weak whenever I was sick or have some kind of work…. Otherwise I take leave with weekend when I have to go home. Means if I have not taken the casual leaves, and my annual leaves will be deducted whenever I will go to home. ☹  All, except 4- I apply my full knowledge and skill set to the work, which assigned to me. | |

Signature: \_\_\_Nadir\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_Wednesday, July 23, 2014\_\_\_\_\_\_\_\_\_\_\_\_