

**ITG**

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**Appraisal Form Report**

Site: All

Classification : All / All

Start Date: 01/01/2025

End Date: 31/12/2025

Print Date:

12/01/2026

Print Time:

03:51 PM

User Login:



Employee Code COP001

Employee Name Ahmad Ali Zgheib

Departments Sales

Divisions Sales

Sections

Unit

Position Sales Consultant

Class Description

Degree

Description

Appraisal Date 28/10/2025

Employee Form Name Performance Appraisal

Appraiser Code COP032 Appraiser Rabih Kaissy

Auditor Code COP023 Auditor Magida Beydoun

Modifier Code Modifier Name

Final Score	Suggested Score	Overall Score
(Consistently meets the requirements of the job in all aspects)	62.900 %	62.900 %

63.000 %

Objectives / KPIs	Weight [0.000 %]	Description	Target Measure	Due Date	Self	Score
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Objectives Score

Competencies	Weight [0.000 %]	Self	Score
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Competencies Score

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

Recommendations	Appraiser	Auditor
Recommendations		
Strengths	<p>Has adequate knowledge and skills related to job requirements</p> <p>Produces work that is acceptable and meets established standards. Completes assignments on schedule and manages time effectively</p> <p>Follow through on assigned tasks to completion as expected</p> <p>Works effectively with others</p>	Return
Weaknesses	<p>Seek and improve the lead generation process or negotiation strategy that concretely improves the sales department's results</p> <p>Instead of just maintaining good communication with clients, Ahmad should develop client relationships that lead to recognized, quantifiable success, such as securing new business through referrals</p>	Return
General notes		
Employee Feedback		



Employee Code COP002  
Employee Name Ali Abbas Seifeddine

Appraisal Date 28/10/2025  
Form Name Performance Appraisal

Departments Administrative

Divisions Administrative

Sections

Unit

Position Senior Customer Service Agent

Class Description

Degree

Description

Appraiser Code COP008 Appraiser Badih Kaissy  
Auditor Code COP023 Auditor Magida Beydoun  
Modifier Code Modifier Name

Final Score	Suggested Score	Overall Score
(Consistently meets the requirements of the job in all aspects)	67.900 %	67.900 %
68.000 %		

Objectives / KPIs	Description	Weight [0.000 %]	Target Measure	Due Date	Self	Score
-------------------	-------------	------------------	----------------	----------	------	-------

Objectives Score

Competencies	Weight [0.000 %]	Self	Score
--------------	------------------	------	-------

Competencies Score



## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**

%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****67.900**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

Recommendations	Appraiser	Auditor
Recommendations	Keep on	
Strengths	Accountable	
Weaknesses	None	
General notes	Keep on	

Employee Feedback

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Employee Code COP004  
Employee Name Ali Hussein Serhan

Appraisal Date 28/10/2025  
Form Name Employee Performance Appraisal

Departments Operations  
Divisions Logistics  
Sections  
Unit  
Position Delivery Supervisor  
Class Description  
Degree  
Description

Appraiser Code COP023 Appraiser Magida Beydoun  
Auditor Code SYP172 Auditor Cynthia Nasser  
Modifier  
Code Modifier Name

Final Score	Suggested Score	Overall Score
(Consistently meets the requirements of the job in all aspects)	60.000 %	60.000 %
60.000 %		

Objectives / KPIs	Description	Weight [0.000 %]	Target Measure	Due Date	Self	Score
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Objectives Score

Competencies	Weight [0.000 %]	Self	Score
--------------	------------------	------	-------

Competencies Score

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Has learned the knowledge and can improve more

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

The sudden absenteeism without any prior notification has a heavy impact on the progress of the work

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Schedules are postponed, and meeting deadlines is hard to achieve

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Schedules are postponed, and time management needs improvement

N/A

Standards Score

60.000  
%



**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Has the ability to learn more skills

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

In charge of coordinating with customers to arrange a suitable time for delivery

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Sometimes goals are achieved on time, others are re-scheduled despite several reminders

N/A

**Standards Score**

**60.000**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Sometimes he proposed new workaround solutions

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**60.000**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

follows up reminders are sent to meet deadline

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**60.000**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**60.000**  
%

Recommendations	Appraiser	Auditor
Recommendations	Ali is a good element, but unfortunately, his lack of commitment and recurring absenteeism without prior notification is badly affecting his progress and promotion	
Strengths	Has the skills to improve	
Weaknesses	must adjust his time and attendance	
General notes	Ali may probably change his role to Sales Consultant in 2026	
<b>Employee Feedback</b>		



Employee Code COP006

Employee Name Aziz Emile Semaan

Appraisal  
Date

28/10/2025

Form Name  
Performance  
Appraisal

Departments Information Technology

Divisions Infrastructure

Sections

Unit

Position IT Manager

Class Description

Degree

Description

Appraiser  
Code

COP023

Appraiser

Magida  
Beydoun

Auditor Code SYP172

Auditor

Cynthia  
NasserModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score68.300  
%Overall  
Score68.300  
%68.000  
%

Objectives / KPIs	Weight		Due	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

**Standards****LEADERSHIP**

Sets goals and strategies

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Influences staff towards goal setting and goal achievement

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creates an environment that motivates staff to excel

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Changes and improves operations

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Aziz is a great support for all team members

N/A

**Standards Score****68.300**

%

**Standards**

---

Maintains the company`s core ethics, values and beliefs

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Respect rules and regulations

N/A

---

**EFFECTIVE COMMUNICATIONS**

Expresses thoughts clearly and concisely

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Has good and clear communication skills

N/A

Maintains communications with peers

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Communicate well with other colleagues

N/A

Maintains communications with subordinates

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

---

**Standards Score**

**68.300**  
%

---



**Standards**

---

Communicates effectively with superiors

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

communicate well and clearly with superiors

N/A

---

Conducts regular departmental meetings

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Listens actively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Attentive to details

N/A

---

Provides clear written communications

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Clear written communication

N/A

---

**Standards Score**

**68.300**

%

**Standards**

---

Provides clear verbal communications

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

clear verbal communication

N/A

---

Maintains confidentiality in written and verbal communications

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Maintains confidentiality in all communications

N/A

---

**INTERPERSONAL RELATIONS**

---

Works effectively with peers

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Work and support all team members

N/A

---

Works effectively with superiors

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Work effectively with his superiors

N/A

---

**Standards Score**

**68.300**  
%

---

**Standards**

Works effectively with subordinates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Works effectively with other departments and affiliates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Works effectively with individuals outside the Company ( partners, clients, etc...)

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**PLANNING**

Establishes short range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****68.300**  
%

**Standards**

---

Establishes long range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Allocates and re-allocates work effectively

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Monitors projects on regular basis

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Dedication on his work

N/A

---

Manages time for self and others

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Work is completed on time

N/A

---

**MANAGERIAL SKILLS**

---

Standards Score

68.300  
%

**Standards**

Exercises initiative

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

shows initiative while performing

N/A

Delegates responsibility

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Delegates authority

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Exercises judgement/common sense

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****68.300****%**

**Standards**

Provides alternatives and direction

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Guide others to better solutions

N/A

Trains and develops subordinates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Develops teamwork

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Provide support and help once needed

N/A

**TECHNICAL SKILLS**

Possesses basic technical knowledge

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Skilled and experienced

N/A

**DECISION MAKING****Standards Score****68.300**  
%

**Standards**

Identifies problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Solves problems

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

work is completed within a logical time frame

N/A

Makes decisions

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**PERFORMANCE AND PRODUCTIVITY**

Analyzes performance and evaluates results objectively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

provide accurate analyses and results

N/A

**Standards Score****68.300**  
%

**Standards**

Meets performance deadlines

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Has creative ability

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is reliable in carrying out instructions

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Respect and implement the instructions

N/A

Adheres to the organization's policies and procedures

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**PEOPLE MANAGEMENT**

Standards Score

68.300  
%



**Standards**

Recognizes people`s performance, including fair wage and salary information

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in resolving personnel-related problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending fair treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending firm treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**68.300**

%

**Standards**

Is effective in carrying out performance evaluations and submitting appraisals on time

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**BUDGET ADMINISTRATION**

Develops budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not Applicable

N/A ✓

Controls budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not applicable

N/A ✓

Forecasts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not applicable

N/A ✓

**Standards Score**

**68.300**  
%

**Standards**

Is effective in implementing corrective actions when budget problems are encountered

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not applicable

N/A ✓

**OVERALL PERFORMANCE**

Overall performance

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Shows consistent dedication and commitment to his duties

N/A

**Standards Score**

**68.300**  
%

**Recommendations****Appraiser****Auditor**

Recommendations

has dedication and  
commitment to his  
work

Strengths

Respect instructions

Weaknesses

In general None

General notes

has dedication and  
commitment to his  
work

**Employee Feedback**



Employee Code    COP007

Employee Name    Bachir Edaward Abou Zeid

Departments        Technical

Divisions            Services

Sections             Technical

Unit

Position             Senior Technician

Class Description

Degree

Description

Appraisal Date        28/10/2025

Employee Form Name    Performance Appraisal

Appraiser Code        COP008    Appraiser    Badih Kaissy

Auditor Code    COP023    Auditor    Magida Beydoun

Modifier Code               Modifier Name

Final Score

(Consistently meets the requirements of the job in all aspects)

68.000 %

Suggested Score

67.900 %

Overall Score

67.900 %

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			
Objectives Score					

Competencies	Weight [0.000 %]	Self	Score
Competencies Score			

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%



**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**67.900**  
%

Recommendations	Appraiser	Auditor
Recommendations	Keep on	
Strengths	Accountable	none
Weaknesses	None	none
General notes	Keep on	

Employee Feedback

---

---



Employee Code   COP008

Employee Name   Badih Salem Kaissy

---

Departments       Technical

Divisions           Services

Sections

Unit

Position            Services Manager

Class Description

Degree

Description

Appraisal Date       01/11/2024

Manager

Form Name   Performance Appraisal

---

Appraiser Code       COP023   Appraiser   Magida Beydoun

Auditor Code   SYP172   Auditor   Cynthia Nasser

Modifier

Modifier Name

Final Score	Suggested Score	Overall Score
(Consistently meets the requirements of the job in all aspects)	68.000 %	68.000 %
68.000 %		

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			
	[0.000]	%			
Objectives Score					

Competencies	Weight [0.000 %]	Self	Score
Competencies Score			

**Standards****LEADERSHIP**

Sets goals and strategies

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Influences staff towards goal setting and goal achievement

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creates an environment that motivates staff to excel

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Changes and improves operations

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

finding an alternative solution for smooher operations

N/A

**Standards Score****68.000**  
%

**Standards**

---

Maintains the company`s core ethics, values and beliefs

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

---

**EFFECTIVE COMMUNICATIONS**

Expresses thoughts clearly and concisely

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Clear in communications

N/A

Maintains communications with peers

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Good communication with others

N/A

Maintains communications with subordinates

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

maintain good communication with his team members

N/A

---

**Standards Score**

**68.000**  
%

**Standards**

---

Communicates effectively with superiors

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Clear communication with superiors

N/A

---

Conducts regular departmental meetings

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Needs to schedule regular meetings with team members

N/A

---

Listens actively

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Provides clear written communications

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

**Standards Score**

**68.000**

%

---

**Standards**

Provides clear verbal communications

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Maintains confidentiality in written and verbal communications

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Maintain confidentiality in his work

N/A

**INTERPERSONAL RELATIONS**

Works effectively with peers

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Works effectively with superiors

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****68.000**  
%

**Standards**

---

Works effectively with subordinates

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Continuous support his team members

N/A

---

Works effectively with other departments and affiliates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Works effectively with individuals outside the Company ( partners, clients, etc...)

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

good communication and relationship with customers

N/A

---

**PLANNING**

---

Establishes short range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

**Standards Score**

**68.000**  
%

---



**Standards**

---

Establishes long range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Allocates and re-allocates work effectively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Make sure that the schedule for his team is properly arranged

N/A

---

Monitors projects on regular basis

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

Manages time for self and others

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Manage his own time and the time of his team

N/A

---

**MANAGERIAL SKILLS**

---

Standards Score

68.000  
%

**Standards**

Exercises initiative

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Take the necessary initiatives in performing his work

N/A

Delegates responsibility

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Delegates authority

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Exercises judgement/common sense

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

shows common sense when solving any problem

N/A

**Standards Score****68.000****%**

**Standards**

Provides alternatives and direction

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Trains and develops subordinates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Develops teamwork

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**TECHNICAL SKILLS**

Possesses basic technical knowledge

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Skilled and experienced

N/A

**DECISION MAKING****Standards Score****68.000**  
%

**Standards**

Identifies problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Solves problems

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5☐ N/A

Makes decisions

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5☐ N/A**PERFORMANCE AND PRODUCTIVITY**

Analyzes performance and evaluates results objectively

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A**Standards Score****68.000**  
%

Standards

Meets performance deadlines

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

Has creative ability

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

Is reliable in carrying out instructions

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Respect instructions

N/A

Adheres to the organization`s policies and procedures

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Respect company procedures

N/A

PEOPLE MANAGEMENT

Standards Score

68.000  
%

**Standards**

Recognizes people`s performance, including fair wage and salary information

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in resolving personnel-related problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending fair treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending firm treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**68.000**

%

**Standards**

Is effective in carrying out performance evaluations and submitting appraisals on time

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Submit appraisal on time

☒ N/A

**BUDGET ADMINISTRATION**

Develops budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not applicable

☒ N/A ✓

Controls budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not Applicable

☒ N/A ✓

Forecasts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not applicable

☒ N/A ✓

**Standards Score**

**68.000**  
%

**Standards**

Is effective in implementing corrective actions when budget problems are encountered

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Not Applicable

N/A ✓

**OVERALL PERFORMANCE**

Overall performance

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**68.000**  
%

**Recommendations****Appraiser****Auditor**

Recommendations

showing dedication,  
commitment, and a  
strong sense of  
responsibility

Strengths

continuous support  
for the service team  
for a quick response  
time and high quality  
of service

Weaknesses

Scheduling monthly  
or quarterly  
meetings/trainings for  
service team

General notes

showing dedication,  
commitment, and a  
strong sense of  
responsibility



Employee Feedback



Employee Code COP010

Appraisal  
Date

30/10/2025

Employee Name Bassima Mohamad Khalil

Manager

Form Name

Performance  
Appraisal

Departments Accounting

Divisions Accounting

Sections

Unit

Position Accounting Team Leader

Class Description

Degree

Description

Appraiser  
Code

COP023

Appraiser

Magida  
Beydoun

Auditor Code SYP190

Auditor

Colette  
SfeirModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score68.400  
%Overall  
Score68.400  
%68.000  
%

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

**Standards****LEADERSHIP**

Sets goals and strategies

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Influences staff towards goal setting and goal achievement

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creates an environment that motivates staff to excel

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Changes and improves operations

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****68.400**  
%

**Standards**

---

Maintains the company`s core ethics, values and beliefs

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Respect Company ethics values

N/A

---

**EFFECTIVE COMMUNICATIONS**

Expresses thoughts clearly and concisely

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

Maintains communications with peers

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Maintain good communications with Colleagues

N/A

Maintains communications with subordinates

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Maintain regular communications with Subordinates

N/A

---

**Standards Score**

**68.400**  
%

**Standards**

---

Communicates effectively with superiors

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Maintain regular communications with Superiors

N/A

---

Conducts regular departmental meetings

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

The regular meeting should be improved

N/A

---

Listens actively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Listen with attenation

N/A

---

Provides clear written communications

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

---

**Standards Score**

**68.400**

%

---

**Standards**

---

Provides clear verbal communications

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

---

Maintains confidentiality in written and verbal communications

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Keep confidential information

N/A

---

**INTERPERSONAL RELATIONS**

---

Works effectively with peers

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Maintain a good relationship with peers

N/A

---

Works effectively with superiors

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Work effectively with Superiors

N/A

---

**Standards Score**

**68.400**  
%

---

**Standards**

Works effectively with subordinates

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Work effectively with Subordinates

N/A

Works effectively with other departments and affiliates

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Work effectively with other departments and affiliated

N/A

Works effectively with individuals outside the Company ( partners, clients, etc...)

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**PLANNING**

Establishes short range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****68.400**  
%

**Standards**

Establishes long range plans

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Allocates and re-allocates work effectively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Allocate work effectively

N/A

Monitors projects on regular basis

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Manages time for self and others

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Manage her time well

N/A

**MANAGERIAL SKILLS**

Standards Score

68.400  
%



**Standards**

Exercises initiative

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Delegates responsibility

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Delegates authority

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Exercises judgement/common sense

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A**Standards Score****68.400****%**

**Standards**

Provides alternatives and direction

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Trains and develops subordinates

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Develops teamwork

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**TECHNICAL SKILLS**

Possesses basic technical knowledge

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Skilled and experienced

N/A

**DECISION MAKING****Standards Score****68.400**  
%

**Standards**

Identifies problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Solves problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A

Makes decisions

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5☐ N/A**PERFORMANCE AND PRODUCTIVITY**

Analyzes performance and evaluates results objectively

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5☐ N/A**Standards Score****68.400**  
%

**Standards**

Meets performance deadlines

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Dedication to finish work within the time limit

N/A

Has creative ability

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is reliable in carrying out instructions

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Reliable to carry instructions

N/A

Adheres to the organization's policies and procedures

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Respect policies and procedures

N/A

**PEOPLE MANAGEMENT**

Standards Score

68.400  
%

**Standards**

Recognizes people`s performance, including fair wage and salary information

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in resolving personnel-related problems

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending fair treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Is effective in extending firm treatment to employees

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**68.400**

%

**Standards**

Is effective in carrying out performance evaluations and submitting appraisals on time

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**BUDGET ADMINISTRATION**

Develops budget

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Controls budget

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Forecasts

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**68.400**  
%

Standards

Is effective in implementing corrective actions when budget problems are encountered

☐ 1   ☐ 2   ☒ 3   ☐ 4   ☐ 5

Add Notes / Comments

N/A

OVERALL PERFORMANCE

Overall performance

☐ 1   ☐ 2   ☐ 3   ☒ 4   ☐ 5

Add Notes / Comments

N/A

Standards Score 68.400 %

Recommendations

Appraiser

Auditor

Recommendations

Dedication to her work

Strengths

Long experience and knowledge of what she is doing

Weaknesses

Regular meeting /training to her team

General notes

Employee Feedback



Employee Code COP011

Employee Name Claudine Jean Kozaily

Appraisal  
Date

28/10/2025

Form Name

Employee  
Performance  
Appraisal

Departments Accounting

Divisions Accounting

Sections

Unit

Position Accountant

Class Description

Degree

Description

Appraiser  
Code

COP010

Appraiser

Bassima  
Khalil

Auditor Code

COP023

Auditor

Magida  
BeydounModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score55.700  
%Overall  
Score59.000  
%59.000  
%

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score



**Standards****Basic Job Requirements**

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****59.000**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**59.000**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

She only Follow Through assigned Tasks No Evaluate alternative solutions

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

she doesn't analyses or propose new approaches

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**59.000**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

she needs to better Focus

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**59.000**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**59.000**  
%

Recommendations	Appraiser	Auditor
Recommendations	<p>claudine, consistently completes the tasks assigned to her and shows reliability in executing routine work. she performs well when given clear, structured instructions and stays dedicated to finishing her responsibilities. moving forward, further development in analytical thinking, attention to detail, and independent problem solving would greatly enhance her performance. with additional guidance and focus in these areas, she has the potential to contribute more effectively to the team.</p>	<p>Claudine has shown improvements in their assigned Tasks</p>
Strengths	job execution	Accurate
Weaknesses	analysis, logic, initiative, attention to detail	Needs to learn more accounting skills
General notes		
Employee Feedback		



Employee Code    COP012

Employee Name    Dany Labib Baz

Departments        Technical

Divisions           Services

Sections

Unit

Position            Senior Technician

Class Description

Degree

Description

Appraisal Date        01/11/2024

Employee Form Name    Performance Appraisal

Appraiser Code        COP008    Appraiser    Badih Kaissy

Auditor Code    COP023    Auditor       Magida Beydoun

Modifier Code                                    Modifier Name

Final Score	Suggested Score	Overall Score
(Consistently meets the requirements of the job in all aspects)	62.900 %	62.900 %
63.000 %		

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			
Objectives Score					

Competencies	Weight		Self	Score
	[0.000 %]			
Competencies Score				

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%



**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**62.900**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments


N/A

**Standards Score**

**62.900**  
%

Recommendations	Appraiser	Auditor
Recommendations	Keep on	
Strengths	Accountable	none
Weaknesses	None	none
General notes	None	

Employee Feedback



Employee Code

COP014

Employee Name

Elias Refaat EL Zein

Departments

Technical

Divisions

Services

Sections

Unit

Position

Technician

Class Description

Degree

Description

Appraisal Date

28/10/2025

Form Name

Employee Performance Appraisal

Appraiser Code

COP008

Appraiser

Badih Kaissy

Auditor Code

COP023

Auditor

Magida Beydoun

Modifier Code

Modifier Name

Final Score

(Consistently meets the requirements of the job in all aspects)

57.000 %

Suggested Score

57.000 %

Overall Score

57.000 %

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			
Objectives Score					

Competencies	Weight [0.000 %]	Self	Score
Competencies Score			

**Standards****Basic Job Requirements**

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****57.000****%**

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**57.000**  
%



**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**57.000**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**57.000**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**57.000**  
%

Recommendations	Appraiser	Auditor
Recommendations	Focus more on time management, and memorize issues,	
Strengths	Accountable	
Weaknesses	poor time management, and sometimes lack at memory	
General notes	None	

**Employee Feedback**

Quality of Work - Creativity - Communication ??? don't accept the score



Employee Code COP015

Employee Name Elie Georges Homs

Appraisal  
Date

28/10/2025

Form Name

Employee  
Performance  
Appraisal

Departments Technical

Divisions Services

Sections

Unit

Position Technician

Class Description

Degree

Description

Appraiser  
Code

COP008

Appraiser

Badih  
Kaissy

Auditor Code

COP023

Auditor

Magida  
BeydounModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score55.100  
%Overall  
Score55.100  
%55.000  
%

Objectives / KPIs	Weight		Due	Self	Score
	Description	Target Measure	Date		

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

**Standards****Basic Job Requirements**

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score****55.100**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**55.100**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**55.100**  
%



**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**55.100**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**55.100**  
%

Recommendations	Appraiser	Auditor
Recommendations	Develop his Technical skills	
Strengths	Accountable	Can do better
Weaknesses	Repetitive calls, and schedule missing, but got better while using PIP program, and still under evaluation.	more concentration
General notes	None	Elie is under PIP , hope this ongoing plan will help him improve and progress in his work
Employee Feedback		



Employee Code COP016

Employee Name Elvis Michel Jbeily

Appraisal  
Date

28/10/2025

Form Name

Employee  
Performance  
Appraisal

Departments Technical

Divisions Services

Sections

Unit

Position Senior Technician

Class Description

Degree

Description

Appraiser  
Code

COP008

Appraiser

Badih  
Kaissy

Auditor Code

COP023

Auditor

Magida  
BeydounModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score64.900  
%Overall  
Score64.900  
%65.000  
%

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.900**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.900**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.900**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.900**  
%



**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.900**  
%

Recommendations	Appraiser	Auditor
Recommendations	Keep on	
Strengths	Accountable	None
Weaknesses	None	None
General notes	Keep on	

Employee Feedback



Employee Code COP020  
Employee Name Jean Fares Hikri

Appraisal Date 01/11/2024  
Form Name Employee Performance Appraisal

Departments Sales

Divisions Sales

Sections

Unit

Position Senior Account Manager

Class Description

Degree

Description

Appraiser Code COP032 Appraiser Rabih Kaissy  
Auditor Code COP023 Auditor Magida Beydoun  
Modifier Code Modifier Name

Final Score	Suggested Score	Overall Score
(Unique and exceptional accomplishments)	72.700 %	72.700 %
73.000 %		

Objectives / KPIs	Description	Weight [0.000 %]	Target Measure	Due Date	Self	Score
-------------------	-------------	------------------	----------------	----------	------	-------

Objectives Score

Competencies	Weight [0.000 %]	Self	Score
--------------	------------------	------	-------

Competencies Score

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Standards Score

72.700  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**72.700**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**72.700**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**72.700**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**72.700**  
%



Recommendations	Appraiser	Auditor
Recommendations		
Strengths	Has adequate knowledge and skills, and the quality of work is acceptable and exceeds the established standards. Completes assignments on schedule and manages time effectively Follow through on assigned tasks to completion as expected. Maintains good communication with clients and exhibits honesty, integrity, and high ethical standards. Works effectively with others, gives assistance to colleagues	Dedication
Weaknesses	Sets individual objectives, identifies and evaluates alternative solutions Proactively identify and analyze effective sales strategies from outside the company, and propose how to implement them internally to boost performance	-
General notes		
Employee Feedback		



Employee Code COP022

Employee Name Khaled Hazkiyal Gabriel

Appraisal  
Date

01/11/2024

Form Name  
Performance  
Appraisal

Departments Information Technology

Divisions Infrastructure

Sections

Unit

Position Business Development  
Consultant

Class Description

Degree

Description

Appraiser  
Code

COP008

Appraiser

Badih  
Kaissy

Auditor Code COP023

Auditor

Magida  
BeydounModifier  
CodeModifier  
NameFinal  
Score(Consistently  
meets the  
requirements  
of the job  
in all  
aspects)Suggested  
Score64.800  
%Overall  
Score64.800  
%65.000  
%

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

## Standards

### Basic Job Requirements

Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Quality of Work: Is the quality of work acceptable and meets established standards?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Productivity and efficiency: Does the employee complete assignments on schedule and manage time effectively?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Reliability: Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.800**  
%

**Standards**

Initiative: Does the employee demonstrate initiative, seek opportunities to learn new skills, and make suggestions for improving work processes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Client Relations: Does the employee maintain good communication with clients for the projects he/she is assigned to?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing his or her job duties?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Job Specific Attributes**

Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.800**  
%

**Standards**

Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Personal Development: Does the employee demonstrate seriousness, reliability, and commitment when participating in internal and external trainings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.800**  
%

**Standards**

Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee take ownership of job duties and hold himself or herself accountable for projects and job duties?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Add Notes / Comments

N/A

**Interpersonal Skills**

Communication: Does the employee provide accurate and clear written and verbal information and listen effectively?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.800**  
%

**Standards**

Team Work: Does the employee work effectively with others to accomplish common goals and objectives?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Conflict Resolution: Does the employee take initiatives to address situations involving conflict with little disruption to work environment?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee strive to cultivate and maintain positive working relationship and demonstrate an attitude of respect towards co-workers?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

Servant-Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5

Add Notes / Comments

N/A

**Standards Score**

**64.800**  
%

Recommendations	Appraiser	Auditor
Recommendations	Keep on	
Strengths	Accountable	none
Weaknesses	None	none
General notes	Keep on	

Employee Feedback





Employee Code COP023

Appraisal  
Date

28/10/2025

Employee Name Magida Hussein Beydoun

Manager

Form Name

Performance  
Appraisal

Departments General Management

Divisions General Management

Sections

Unit

Position President

Class Description

Degree

Description

Appraiser  
Code

ITG523

Appraiser

Claude  
Bahsali

Auditor Code SYP170

Auditor

Hala  
MorcosModifier  
CodeModifier  
NameFinal  
Score(Did not  
meet the  
minimum  
requirement  
of the  
position)0.000  
%Suggested  
Score

0.000 %

Overall  
Score0.000  
%

Objectives / KPIs	Weight		Due Date	Self	Score
	Description	Target Measure			

Objectives Score

Competencies	Weight		Self	Score
	[0.000 %]			

Competencies Score

**Standards****LEADERSHIP**

Sets goals and strategies

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

THIS IS A PART OF MY JOB AS CHAIRMAN AND GM OF THE COMPANY

☒ N/A ✓

Influences staff towards goal setting and goal achievement

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

THIS IS A PART OF MY JOB AS CHAIRMAN AND GM OF THE COMPANY

☒ N/A ✓

Creates an environment that motivates staff to excel

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Add Notes / Comments

☒ N/A ✓

Changes and improves operations

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

DUE TO THE CHANGES PREVAILING IN THE MARKET, CHANGES, AND IMPROVEMENTS BECOME A MUST

☒ N/A ✓**Standards Score****0.000**  
%

**Standards**

---

Maintains the company`s core ethics, values and beliefs

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

WITHOUT ETHICS AND VALUES, BUSINESS CANNOT GROW

☒ N/A ✓

---

**EFFECTIVE COMMUNICATIONS**

Expresses thoughts clearly and concisely

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

ALWAYS TRYING TO BE CLEAR AND STRAIGHT TO THE POINT

☒ N/A ✓

Maintains communications with peers

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

RESPECTFUL RELATIONSHIP WITH OTHER COLLEAGUES

☒ N/A ✓

Maintains communications with subordinates

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

OPEN COMMUNICATION WITH SUBORDINATES

☒ N/A ✓

---

**Standards Score**

**0.000**  
%

---

**Standards**

---

Communicates effectively with superiors

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

COMMUNICATE CLEARLY WITH MY SUPERIORS

☒ N/A ✓

---

Conducts regular departmental meetings

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

REGULAR DEPARTMENT MEETING TO CREATE AN INTERACTIVE  
OPEN DISCUSSION

☒ N/A ✓

---

Listens actively

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

LISTEN TO BOTH POSITIVE FEEDBACK AND COMPLAINS

☒ N/A ✓

---

Provides clear written communications

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

STRAIGHT CLEAR STATEMENT TO ENSURE FULL UNDERSTANDING

☒ N/A ✓

---

**Standards Score**

**0.000**

%

---

**Standards**

---

Provides clear verbal communications

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

STRAIGHT CLEAR STATEMENT TO ENSURE FULL UNDERSTANDING

☒ N/A ✓

---

Maintains confidentiality in written and verbal communications

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

SENSITIVE INFORMATION MUST ALWAYS BE KEPT WITH TOP  
CONFIDENTIALITY

☒ N/A ✓

---

**INTERPERSONAL RELATIONS**

---

Works effectively with peers

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

I COLLABORATE WITH OTHER COLLEAGUES

☒ N/A ✓

---

Works effectively with superiors

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

WORK WITH UTMOST CORPORATION AND POSITIVITY

☒ N/A ✓

---

**Standards Score**

**0.000**  
%

---

**Standards**

---

Works effectively with subordinates

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

ALWAYS AS TO PROVIDE GUIDANCE, SUPPORT AND FEEDBACK

☒ N/A ✓

---

Works effectively with other departments and affiliates

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

IS A PART OF OTHER POSITIVE COLLABORATION

☒ N/A ✓

---

Works effectively with individuals outside the Company ( partners, clients, etc...)

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

THIS IS A PART OF MY JOB AS CHAIRMAN -GENERAL MANAGER, TO  
BE AT THE UTMOST GUIDANCE AND CORPORATION AND SUPPORT

☒ N/A ✓

---

**PLANNING**

---

Establishes short range plans

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

TO ENSURE COMPANY GROWTH

☒ N/A ✓

---

**Standards Score**

**0.000**  
%

---

**Standards**

---

Establishes long range plans

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

WITH THE GUIDANCE OF MY SUPERIORS

☒ N/A ✓

---

Allocates and re-allocates work effectively

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

YES, ALLOCATION OR RE-ALLOCATION IS SOMETIMES A MUST TO  
CREATE NEW CHALLENGES

☒ N/A ✓

---

Monitors projects on regular basis

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

TO ENSURE THAT THE PLANNED SCHEDULE AND OBJECTIVES ARE  
MET

☒ N/A ✓

---

Manages time for self and others

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

TIME MANAGEMENT FOR MYSELF AND FOR OTHERS IS A MAJOR  
FACTOR FOR SUCCESS

☒ N/A ✓

---

**MANAGERIAL SKILLS**

---

Standards Score

0.000  
%

**Standards**

Exercises initiative

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

I MUST TAKE THE INITIATIVE TO TARGET OBJECTIVES

☐ N/A ✓

Delegates responsibility

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

DISTRIBUTION OF RESPONSABILITIES TO ENSURE WORK EFFICIENCY

☐ N/A ✓

Delegates authority

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

DELEGATION AUTHORITY SO TASKS DISTRIBUTION ARE SMOOTHLY ACHIEVED

☐ N/A ✓

Exercises judgement/common sense

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

LOGICAL THINKING TO UNDERSTAND EVERY SITUATION

☐ N/A ✓**Standards Score****0.000**

%



**Standards**

---

Provides alternatives and direction

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

GUIDE THE TEAM MEMBERS TO PRESENT AN ALTERNATIVE  
SOLUTION OR OPTION

☐ N/A ✓

---

Trains and develops subordinates

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

TRAINING, AWARENESS, TRANSFER KNOWLEDGE IS A REGULARLY  
DONE TO IMPROVE TEAM SKILLS

☐ N/A ✓

---

Develops teamwork

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

TEAMWORK IS ADOPTED TO CREATE CHALLENGES AND SHARE  
IDEAS

☐ N/A ✓

---

**TECHNICAL SKILLS**

---

Possesses basic technical knowledge

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

LONG YEARS OF EXPERIENCE WITHIN THE GROUP

☐ N/A ✓

---

**DECISION MAKING**

---

**Standards Score**

**0.000**  
%

**Standards**

Identifies problems

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

PROBLEMS ARE IDENTIFIED IMMEDIATELY

☒ N/A ✓

Solves problems

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

FINDING THE BEST SOLUTION IS ALWAYS A PRIORITY

☒ N/A ✓

Makes decisions

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5DECISIONS OR ACTIONS ON TIME AND IN ALIGNMENT WITH  
COMPANY GOALS☒ N/A ✓**PERFORMANCE AND PRODUCTIVITY**

Analyzes performance and evaluates results objectively

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

TO ENSURE THAT TARGETS AND OBJECTIVES ARE ACHIEVED

☒ N/A ✓**Standards Score****0.000**  
%

**Standards**

Meets performance deadlines

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

TRY TO BE ALWAYS WITHIN THE TIME FRAME AND DEADLINE

☒ N/A ✓

Has creative ability

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

TO IMPROVE WORK PROCESS, CREATIVITY &amp; INNOVATION IS A MUST

☒ N/A ✓

Is reliable in carrying out instructions

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

FOLLOWING GROUP INSTRUCTIONS AND GUIDANCE

☒ N/A ✓

Adheres to the organization`s policies and procedures

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

COMPLY WITH ORGANIZATION POLICIES AND PROCEDURES

☒ N/A ✓**PEOPLE MANAGEMENT**

Standards Score

0.000  
%

**Standards**

---

Recognizes people`s performance, including fair wage and salary information

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

AS MUCH AS POSSIBLE, TO KEEP FAIR COMPENSATION WITHIN THE  
LIMIT OF BUDGET

☒ N/A ✓

---

Is effective in resolving personnel-related problems

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

HANDLE FAIRLY PERSONNEL ISSUES

☒ N/A ✓

---

Is effective in extending fair treatment to employees

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

FAIR TREATMENT TO ALL EMPLOYEES

☒ N/A ✓

---

Is effective in extending firm treatment to employees

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

FIRMNESS & FAIRNESS DEALING WITH EMPLOYEES

☒ N/A ✓

---

**Standards Score**

**0.000**

%

---

**Standards**

Is effective in carrying out performance evaluations and submitting appraisals on time

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

THIS IS A PART OF RESPECTING RULES AND REGULATIONS OF THE GROUP

☒ N/A ✓

**BUDGET ADMINISTRATION**

Develops budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

ON MONTHLY, QUARTERLY AND YEARLY BASIS

☒ N/A ✓

Controls budget

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

ON MONTHLY, QUARTERLY AND YEARLY BASIS

☒ N/A ✓

Forecasts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

ON YEARLY BASIS

☒ N/A ✓

**Standards Score**

**0.000**  
%

Standards

Is effective in implementing corrective actions when budget problems are encountered

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

CHANGE, ALTERATION, AMENDMENT ONCE NEEDED TO ENSURE  
BUDGET ACHIEVEMENT AND TARGET IS MET

☒ N/A ✓

OVERALL PERFORMANCE

Overall performance

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

I HAVE NO OTHER COMMENTS

☒ N/A ✓

Standards Score

0.000  
%

Recommendations

Appraiser

Auditor

Recommendations

Strengths

Weaknesses

General notes

Employee Feedback

