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| تقييم أداء موظف | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PER- F - 004 | | | | Employee Performance Evaluation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **أخرى**  Others | | | | | | | | | |  | | |  | | | | **تقييم سنوي**  Yearly Evaluation | | | | | | | | | | | | | | | | |  | | | |  | | | **تقييم فترة التجربة**  Probation Period Evaluation | | | | | | | | |  |  |
|  | | |  | | | |  |
|  | | |  | | | |  |
| تاريخ التعيين : | | | | | | | | | | | | | | | | | اسم الموظف : | | | | | | | | | | | | | | | | | | | | | | | | رقم الموظف : | | | | | | | | | | |
| Employment Date : | | | | | | | | | | | | | | | | | Name : | | | | | | | | | | | | | | | | | | | | | | | | Employee No. : | | | | | | | | | | |
| الراتب الحالي : | | | | | | | | | | | | | | | | | مبلغ و تاريخ آخر زيادة / | | | | | | | | | | | | | | | | | | | | | | | | الراتب بداية العقد : | | | | | | | | | | |
| Present Salary : | | | | | | | | | | | | | | | | | Last Salary Increment And Date : / | | | | | | | | | | | | | | | | | | | | | | | | Salary Start By Contract : | | | | | | | | | | |
| القائم بالتقييم :  رقم الملف : | | | | | | | | | | | | | | | | | الدائرة / القسم : | | | | | | | | | | | | | | | | | | | | | | | | الوظيفة : | | | | | | | | | | |
| Evaluated By :  File Number : | | | | | | | | | | | | | | | | | Department / Section : | | | | | | | | | | | | | | | | | | | | | | | | Designation : | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Insert proper numerical rating in the space provided :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ضع المعدل الرقمي في المساحة المحددة :** | | | | | | | | | | | | | | | | | | | | | |
| **Rating Values** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **قيم الأداء** | | | | | | | | | | | | | | | | | | | | | |
| **Unacceptable** | | | **Conditional** | | | **Acceptable** | | | | | | | | | **Good** | | | | | | | | | | **Excellent** | | | | | **ممتاز** | | | **جيد** | | | | | | | | | **مقبول** | | | | **مشروط** | | **غير مقبول** | | | |
| 0 | | | 1 | | | 2 | | | | | | | | | 3 | | | | | | | | | | 4 | | | | | 4 | | | 3 | | | | | | | | | 2 | | | | 1 | | 0 | | | |
| **Section (II) : Work Performance** | | | | | | | | **القسم الثاني : الأداء الوظيفي** | | | | | | | | | | | | | | | | | | | **Section (I) : General Qualities** | | | | | | | | | | | | | | | | | **القسم الأول : الصفات العامة** | | | | | | | |
| Work Quality : | | | | | | | | جودة العمل : | | | | | | | | | | | | | | | | | | | Attitude : | | | | | | | | | | | | | | | | | الموقف تجاه الآخرين : | | | | | | | |
| Work Quantity : | | | | | | | | كمية العمل : | | | | | | | | | | | | | | | | | | | Initiative : | | | | | | | | | | | | | | | | | المبادرة : | | | | | | | |
| Job Knowledge : | | | | | | | | المعرفة بالعمل : | | | | | | | | | | | | | | | | | | | Accuracy: | | | | | | | | | | | | | | | | | الدقة : | | | | | | | |
| Organization And Use Of Time : | | | | | | | | التنظيم و استغلال الوقت : | | | | | | | | | | | | | | | | | | | Integrity : | | | | | | | | | | | | | | | | | الاستقامة : | | | | | | | |
| Judgment And Reasoning : | | | | | | | | التفكير و المنطق : | | | | | | | | | | | | | | | | | | | Dependability : | | | | | | | | | | | | | | | | | الاعتمادية : | | | | | | | |
| Responsibility : | | | | | | | | المسئولية : | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | |
| Safety : | | | | | | | | السلامة : | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | |
| **Total :** | | | | | | | | **المجموع :** | | | | | | | | | | | | | | | | | | | **Total :** | | | | | | | | | | | | | | | | | **المجموع :** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Performance Rating** | | | | | | | **كيفية تقييم الأداء** | | | | | | | | | | | | | | | | |  | | **Section (III)** | | | | | | | | | | | | | | | | | **القسم الثالث** | | | | | | | | |
| 36 | Above | Excellent | | | | | ممتاز | | | | | | | | | أعلى | | | | | | 36 | | **Score from Section (I) divided by (2) :** | | | | | | | | | | | | | | | | | **مجموع درجات القسم الأول مقسم على (2) :** | | | | | | | | |
| 26 | 35 | Good | | | | | جيد | | | | | | | | | 35 | | | | | | 26 | | **Score from Section (II) :** | | | | | | | | | | | | | | | | | **مجموع درجات القسم الثاني :** | | | | | | | | |
| 17 | 25 | Acceptable | | | | | مقبول | | | | | | | | | 25 | | | | | | 17 | | **Total Score :** | | | | | | | | | | | | | | | | | **الإجمالي الكلي للدرجات :** | | | | | | | | |
| 10 | 16 | Conditional | | | | | مشروط | | | | | | | | | 16 | | | | | | 10 | | **التاريخ :** | | | | | | | | | | | | | | | | | **مراجعة من قبل :** | | | | | | | | |
| 0 | 9 | Unacceptable | | | | | غير مقبول | | | | | | | | | 9 | | | | | | 0 | | **Date :** | | | | | | | | | | | | | | | | | **Reviewed By :** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Comments and Observations required when the performance rating is (Acceptable) :** | | | | | | | | | | | | | | | | | | | | | | | | | | | **تعليقات وملاحظات مطلوبة حينما يكون تقييم الأداء (مقبول فما فوق) :** | | | | | | | | | | | | | | | | | | | | | | | | |
| **تجديد عقده بزيادة مقدارها ...................... ريال**  **Contract renewable with increment …………..……… SAR** | | | | | | | | | | | |  | | | | | |  | | | **تجديد عقده بنفس الشروط السابقة**  **Contract renewable under same conditions** | | | | | | | | | |  | | | |  | | **لا مانع من استكمال عقده بعد انتهاء فترة التجربة**  **Continue his contract after end of probationary period** | | | | | | | | | | | |  | |  |
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| **Comments and Observations required when the performance rating is (Below Acceptable) :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **تعليقات وملاحظات مطلوبة حينما يكون تقييم الأداء (أقل من مرضي) :** | | | | | | | | | | | | | | | | | | | | | | | |
| **إنهاء خدماته**  **Termination** | | | | | | | | | | |  | | |  | | | | | **مطلوب تدريبه**  **Training required** | | | | | | | | | | | | |  | | | |  | | | **تمديد فترة التجربة**  **Extend probation period** | | | | | | | | | | |  |  |
|  | | |  | | | |  |
|  | | |  | | | |  |
| **Comments (If Any) and Signature :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **أي ملاحظات إن وجدت و التوقيع على ذلك :** | | | | | | | | | | | | | | | | | | | | | | |
| **المدير الإداري**  **Administrative Manager** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **مدير القسم**  **Department Manager** | | | | | | | | | | | | | | | | | | | | | | |
| **Date :** | | | | | | | | | **التاريخ :** | | | | | | | | | | | | | | | | | | | | **Date :** | | | | | | | | | | | | | | | | **التاريخ :** | | | | | | |