

Subordinates Performance Evaluation Form

- Job holder Copy to be placed in HR files -

Date: / /

Page 1 of 2

Section I: Jobholder Information

Full name:	Job ID number:
Department / Unit:	Job title:
Date of appointment in the University:	Current academic year:

Section II: Reviewer

Brief Report on the job holder Performance

--	--	--	--	--	--	--

		Outstanding performance	Exceed requirement	Meet requirement	Meet minimum requirement	Failure to meet requirement
1	Accuracy and timeliness of deliverables	⑤	④	③	②	①
2	Attendance	⑤	④	③	②	①
3	Planning and independence	⑤	④	③	②	①
4	Adaptability, adjusting to change and handling pressure	⑤	④	③	②	①
5	Creativity and taking initiatives	⑤	④	③	②	①
6	Judgment and problem solving	⑤	④	③	②	①
7	Communication skills	⑤	④	③	②	①
8	Computer skills	⑤	④	③	②	①
9	English language skills	⑤	④	③	②	①
10	Organization of work	⑤	④	③	②	①
11	Attitude toward the work and the organization	⑤	④	③	②	①
12	Cooperation and relationship with co-workers	⑤	④	③	②	①
13	Accept guidance, supervision and constructive criticism	⑤	④	③	②	①
14	Dependability and follow-through	⑤	④	③	②	①
15	Adherence to rules and regulations	⑤	④	③	②	①
16	Efficiency of work and use of working hours	⑤	④	③	②	①
17	Maintenance of positive attitude and work ethics	⑤	④	③	②	①
18	Dealing with customers with respect	⑤	④	③	②	①
19	Personal appearance and adherence to dress code	⑤	④	③	②	①
20	Ability to lead and shoulder higher responsibilities	⑤	④	③	②	①
21	Adherence to safety policies and procedures	⑤	④	③	②	①

Subordinates Performance Evaluation Form

- Job holder Copy to be placed in HR files -

Date: / /

Page 2 of 2

Contributions for The Previous Years:	
1) 2) 3) 4)	
The Strengths points:	The Weaknesses Points:
1) 2) 3)	1) 2) 3)
Training Requirements:	
1) 2) 3)	
Department Head Name and Signature (Reviewer):	Date:

Section III: Committee

More Information's About The Employee:	
Points of Reviewer (80%):	
Points of Committee (20%):	
Overall evaluation rating: <input type="radio"/> Outstanding <input type="radio"/> Very good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Poor	Do you recommend for re-employment next year? <input type="radio"/> Yes <input type="radio"/> No
HR Department Signature	Date: