

Name:	Ibrahim Ahmed Ahmed	Hotel Name:	Royal Minkadi
Position:	Rest. Attendant	Department:	H R
Date of Hire:	01/06/2018	Date in Position:	
Appraiser:	A.Azim El Sweely	Date of Appraisal:	10/04/2019

1 Needs Development	Demonstrates mostly ineffective indicators. Poor performance.
2 Marginal	Limited success; more ineffective than effective indicators.
3 Acceptable	Meets some effective indicators, few ineffective indicators.
4 Good	Meets most effective indicators.
5 Excellent	Meets all effective indicators; no ineffective indicators.

I. Performance Evaluation

(pls mark with "x" in corresponding field)

Customer Focus / Quality الاهتمام بالعملاء	Focuses on identifying and meeting customer's needs by taking their interests and complaints seriously; delivers prompt, efficient and personalised service; shows empathy and understanding for others views and attitudes; and ensures professional, high quality work standards are met; accepts criticism without hostility or defensiveness and uses it constructively to move forward.
Action Oriented العمل للإنتاج	Demonstrates enthusiasm, drive and determination to get ahead and pursues goals energetically; shows self-confidence and an optimistic outlook; acts on own initiative and takes responsibility for one's own work and for the safety of others.
Communication Skills الإصغاء	Encourages communication throughout the organisation; shares information with others and clearly expresses opinions and information; listens to others sympathetically and takes feelings and views into consideration; communicates awareness of strengths and weaknesses and admits to mistakes; and maintains relationships with people at all levels in the organisation.
Interpersonal & Teamwork العمل في فريق	Identifies and uses the most appropriate interpersonal style to suit different circumstances; identifies well with others and is able to work efficiently in a team; quickly builds rapport with others; helps people with individual limitations and supports them through difficult periods; and shows tolerance and consideration for others' viewpoints; is able to keep own emotions in check and not allow personal feelings disrupt work.
Time & Task Management المهام و الوقت	Manages time effectively and shows punctuality; completes tasks on time; structures work activities in a systematic way; respects and follows company policies; shows organisational commitment; ensures safety at the workplace. Shows receptiveness to being managed and co-operates willingly; demonstrates detailed job knowledge, manual ability and technical expertise in one's own area.
Job & Technical Knowledge الالتزام بمهام الوظيفة	Know and understand his job description and do his/her best to contribute to its achievement. Keep informed in order to keep the guests informed.
Productivity & Quality of Performance التفداء في العمل و الأداء	Seek improvement and carry out changes in a positive and effective manner, have a desire to learn, and accept change for the better. Respond quickly to all requests. Always practise a strict personal hygiene

Low High

1	2	3	4	5
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		X		
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More details

		X		
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More details

		X		
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More details

		X		
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More details

			X	
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More details

		X		
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		X		
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Comments**2. Performance Summary**

Core Competencies:	Points		Weighted Percentage (%)	Total Points
Customer Focus / Quality	6.0	x	14%	0.86
Action Oriented	3.0	x	14%	0.43
Communication Skills	3.0	x	14%	0.43
Interpersonal & Teamwork	4.0	x	14%	0.57
Time & Task Management	7.0	x	14%	1.00
Job & Technical Knowledge	3.0	x	14%	0.43
Productivity & Quality of Perform	3.0	x	14%	0.43
Total			100%	4.1

4.5 to 5.0	<input type="checkbox"/>	Excellent
3.5 to 4.4	<input checked="" type="checkbox"/>	Good
2.5 to 3.4	<input type="checkbox"/>	Acceptable
1.9 to 2.4	<input type="checkbox"/>	Marginal
1.0 to 1.8	<input type="checkbox"/>	Needs Development

3. Additional Comments**Appraisee's Comments:**

Appraiser's Comments:

End of Probation / Contract:

Employment Confirm

☐

New Contract

☐

Rejected

☐

Employee Signature & Date:

6-month Appraisal Follow Up

Planned

Date: _____

Done: _____

Appraiser Signature & Date:

Department Head Signature & Date:

Director of Human Resources

Signature: _____

Date: _____

Distribution:

Original Human Resources
Copy 1 Employee
Copy 2 Department Head

☐

Input into HR System

Date: _____

☐

Training Needs

Date: _____