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| **Ref. No. :** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | رقم المرجع : | | | | | |
| **Date :** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | التاريخ : | | | | | |
|  |  |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | |  |  |
| **Filling by the employee department** |  |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | | | | |  | | | | | | | |  | | | | | |  | تعبأ من قبل إدارة الموظف |
|  | Evaluation Period: | | | | | To: | |  | | | | | | | | | | | الى: | | | From: | | |  | | | | | | | | | | | | | من: | | | فترة التقييم: | | |  |
|  | Employee No: | | | | |  | | | | | | | | | الرقم الوظيفي: | | | | | | | Emp. Name: | | | | | | |  | | | | | | | | | | | | اسم الموظف: | | |  |
|  | Section: | | | | |  | | | | | | | | | القسم: | | | | | | | Department: | | | | | | |  | | | | | | | | | | | | الإدارة : | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  |
|  | **#** | عناصر التقييم  Evaluation Items | | | | | | | | | | | | | | | | | | | Rating | التقييم | | | | | | | | | | | | | | | | | | ملاحظات  Remarks | | | | |  |
|  | **0**  to **60** | | **61**  to **69** | | | | **70**  to **79** | | | | **80**  to **89** | **90**  to **100** | | الدرجة  Grade | | | | |  |
|  | **1** | إنجاز العمل بالمستوى المطلوب  Accomplishment of the work according to the required level | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **2** | التعاون ومساعدة الزملاء  Cooperation and helping colleagues | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **3** | الإخلاص للشركة والمحافظة على مصالحها  Loyalty to the company and preserving its interests | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **4** | القدرة على استيعاب قواعد وأساليب العمل  Ability to understand work rules and procedures | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **5** | الترتيب والنظام في العمل  Regularity and discipline at work | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **6** | الالتزام بأنظمة وسياسات الشركة  Observing company policies and systems | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **7** | الاهتمام بتطوير وتحسين مستوى العمل  Caring of work improvement and development | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **8** | المبادرة والابتكار في العمل  Initiative and creativity at work | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **9** | القدرة على اتخاذ القرارات  Ability for taking sound decisions | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **10** | الاجتهاد والتجاوب مع ضغط العمل  Working hard and responding to work pressure | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **11** | إنجاز العمل في الموعد المطلوب  Accomplishment the work according to the required time | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **12** | المحافظة على ممتلكات الشركة  Preserving the company properties | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **13** | القدرة على العمل دون مراقبة  Ability to work without supervision | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **14** | القدرة على تحمل مسؤولية أكبر  Ability to bear a larger responsibility | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **15** | احترام الغير  Respecting others | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **16** | تقبل توجيهات وانتقادات الرؤساء  Accepting directions and criticism of one's manager | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **17** | التصرف الشخصي  Personal behavior | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | **18** | المظهر  Appearance | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | | |  |  | |  | | | | |  | | | | |  |
|  | Average | معدل الدرجات | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | |  |
|  |  |  |  | | | | | |  |  | | | | | |  | |  | | | | | |  | | | |  | | | | |  | |  | | | | | | | | |  |
| **Recommendations** |  |  |  |  | | | | | |  |  | | |  | | | | |  | | | | | |  | | | |  | | | | |  | | |  | | | | | | | |  | التوصيات |
| Does the department desire to continue the contract with the employee or terminate it before the probation period ends (90 days)? | | | | | | | | | | | | | | | | | | | | | | هل لدى الإدارة الرغبة في استمرار التعاقد مع الموظف ام يتم انهاء التعاقد معه قبل انتهاء الفترة التجريبية (90يوم)؟ | | | | | | | | | | | | | | | | | | | | | | |
|  | فسخ العقد | Terminate the contract | | | | | | | | | | | | | 🞏 | | | | | | | | استمرار العقد | Proceed the contract | | | | | | | | | | | | | | | | 🞏 | | | | | |  |
|  |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | |  |
|  | مدير الإدارة | Department Manager | | | | | | | | | | | | | | | | | | | | | المسؤول الذي قام بالتقييم | Appraised by | | | | | | | | | | | | | | | | | | | | | |  |
|  | Name: | | |  | | | | | | | | | | | | | الاسم: | | | | | Name: | | | |  | | | | | | | | | | | | | | | | الاسم: | |  |
|  | Position: | | |  | | | | | | | | | | | | | المنصب: | | | | | Position: | | | |  | | | | | | | | | | | | | | | | المنصب: | |  |
|  | Sign: | | |  | | | | | | | | | | | | | التوقيع: | | | | | Sign: | | | |  | | | | | | | | | | | | | | | | التوقيع: | |  |
|  |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | |  |  |