



## The department head's evaluation of employee performance

### First: Employee Data .

Employee name : .....

Job title :

Date of employment : .....

Department : .....

The level of the employee's last performance appraisal : .....

Resident Name – Job Title : .....

Rating score: Strongly Agree = 5, Somewhat Agree = 4, Disagree = 2, Strongly Disagree = 1

### second : Performance appraisal elements

#### 1- Relevant technical skills

	Evaluation points	1	2	3	4	5
1	Full knowledge of job requirements					
2	Uses work tools efficiently					
3	Makes suggestions for improving work					
4	Apply professional technical policies and procedures during work					
Average						

#### 2- Quality of work

	Evaluation points	1	2	3	4	5
1	He is characterized by accuracy in performing the tasks required of him					
2	His superiors trust him to perform the tasks he performs.					
3	Responds to the tasks assigned to him with the required					
4	Responds to the tasks assigned to him with the required efficiency					
Average						

#### 3- Interactive skills

	Evaluation points	1	2	3	4	5
1	Maintains peaceful relationships with colleagues, superiors and subordinates					
2	Cooperates with others and helps them perform their tasks					
3	Participates positively in team interaction activities.					
4	Answers beneficiaries' inquiries politely and quickly					
5	Welcomes constructive criticism from all parties with which it deals.					
6	Accepts additional responsibilities without affecting the volume and type of work produced under normal circumstances.					
Average						

#### 4- Communication skills

	Evaluation points	1	2	3	4	5
1	The phone is used to complete some tasks.					
2	Communicates with colleagues and beneficiaries face to face					
3	Uses correspondence and letters to accomplish some of his tasks					
Average						



### 5-Working methods

	Evaluation points	1	2	3	4	5
1	Constantly striving to improve working methods					
2	Uses available tools and time efficiently and effectively					
3	He is flexible in completing the tasks he performs.					
4	Follows the orders and instructions of his superiors accurately					
5	Commitment to attendance during official working hours					
6	Conducting interviews at the specified times					
	<b>Average</b>					

### 6- Quantity of work completed

	Evaluation points	1	2	3	4	5
1	He determines his work priorities according to his degree to them.					
2	Completes the assigned amount of work in a timely manner and with appropriate quality.					
	<b>Average</b>					

### 7- Administrative skills

	Evaluation points	1	2	3	4	5
1	He has leadership skills in his work.					
2	He is objective and professional in his work.					
3	Accurately understands the requirements of the business he is doing.					
	<b>Average</b>					

### Third: Notes

#### 1- Information about the employee during the year

Training courses he attended during the year:

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Penalties he received during the year:

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Awards and incentive bonuses (material and moral) that he

received during the year:

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#### 3- Recommendations (Decision)

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Employee name :.....

the signature :.....

Name of department head :.....

the signature : .....