



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					
Average						

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.					
Average						

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.					
Average						

Third: Notes**1- Information about the employee during the year**Training courses he attended during the year:
.....Penalties he received during the year:
.....

Awards and incentive bonuses (material and moral) that he

received during the year:
.....
.....**3- Recommendations (Decision)**

Employee name :

the signature :

Name of department head :

the signature :