**Logo**

نموذج تقييم الأداء الوظيفي

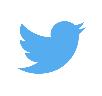
**Performance Evaluation Form**

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| فترة التقييم | من:............................... إلى:............................... | From:……….………To:………….…… | **Evaluation Period** |

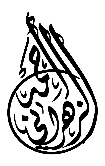
|  |  |
| --- | --- |
| البيانات العامة | **General Information** |
| اسم الموظف: | **Employee Name:** |
| الرقم الوظيفي: | **Employee Number:** |
| الإدارة: | **Department:** |
| القسم: | **Section:** |
| اسم المسؤول الذي قام بتقييم الأداء: | **Appraised by:** |
| التاريخ: | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| الهدف من تقييم الأداء | |  |  | | **Reason For Appraisal** |
| 🞏 | تقييم دوري Periodic Appraisal | | 🞏 | فترة تجربة Probation Period | |
| 🞏 | ترقية Promotion | | 🞏 | علاوة Increment | |
| 🞏 | أسباب أخرى Other :……………………………………………………………………………. | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| عامل التقييم  Evaluation Factor | تقييم الموظف  Employee Rating | | | تقييم الرئيس المباشر  Manager Rating | | | ملاحظات  Remarks |
| إنجاز العمل بالمستوى المطلوب  Accomplishment of the work according to the required level | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| التعاون مع ومساعدة الزملاء  Cooperation and helping colleagues | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| الإخلاص للشركة والمحافظة على مصالحها  Loyalty to the company and preserving its interests | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |

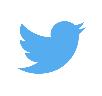


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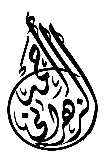


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| --- | --- |
| البيانات العامة | **General Information** |
| اسم الموظف: | **Employee Name:** |
| الرقم الوظيفي: | **Employee Number:** |
| الإدارة: | **Department:** |
| القسم: | **Section:** |
| اسم المسؤول الذي قام بتقييم الأداء: | **Appraised by:** |
| التاريخ: | **Date:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| عامل التقييم  Evaluation Factor | تقييم الموظف  Employee Rating | | | تقييم الرئيس المباشر  Manager Rating | | | ملاحظات  Remarks |
| القدرة على استيعاب قواعد وأساليب العمل  Ability to understand work rules and  procedures | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| الترتيب والنظام في العمل  Regularity and discipline at work | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| الالتزام بأنظمة وسياسات الشركة  Observing company policies and systems | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| الاهتمام بتطوير وتحسين مستوى العمل  Caring of work improvement and development | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| المبادرة والابتكار في العمل  Initiative and creativity at work | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| القدرة على اتخاذ القرارات  Ability for taking sound decisions | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| الاجتهاد والتجاوب مع ضغط العمل  Working hard and responding to work pressure | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |

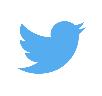


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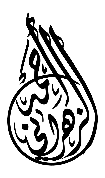


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| --- | --- |
| البيانات العامة | **General Information** |
| اسم الموظف: | **Employee Name:** |
| الرقم الوظيفي: | **Employee Number:** |
| الإدارة: | **Department:** |
| القسم: | **Section:** |
| اسم المسؤول الذي قام بتقييم الأداء: | **Appraised by:** |
| التاريخ: | **Date:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| عامل التقييم  Evaluation Factor | تقييم الموظف  Employee Rating | | | تقييم الرئيس المباشر  Manager Rating | | | ملاحظات  Remarks |
| إنجاز العمل في الموعد المطلوب  Accomplishment the work according to the required time | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| المحافظة على ممتلكات الشركة  Preserving the company properties | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| القدرة على العمل دون مراقبة  Ability to work without supervision | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| القدرة على تحمل مسؤولية أكبر  Ability to bear a larger responsibility | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| احترام الغير  Respecting others | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| تقبل توجيهات وانتقادات الرؤساء  Accepting directions and criticism of one's manager | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |
| التصرف الشخصي  Personal behavior | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |



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| --- | --- |
| البيانات العامة | **General Information** |
| اسم الموظف: | **Employee Name:** |
| الرقم الوظيفي: | **Employee Number:** |
| الإدارة: | **Department:** |
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| اسم المسؤول الذي قام بتقييم الأداء: | **Appraised by:** |
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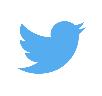
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| عامل التقييم  Evaluation Factor | تقييم الموظف  Employee Rating | | | تقييم الرئيس المباشر  Manager Rating | | | ملاحظات  Remarks |
| المظهر  Appearance | 🞏 | 90-100 | الدرجة  **Grade** | 🞏 | 90-100 | الدرجة  **Grade** |  |
| 🞏 | 80-89 | 🞏 | 80-89 |
| 🞏 | 70-79 | |  | | --- | |  | | 🞏 | 70-79 | |  | | --- | |  | |
| 🞏 | 60-69 | 🞏 | 60-69 |
| 🞏 | Below 60 | 🞏 | Below 60 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| التقييم العام | **General Evaluation** | | | | | | | | | |
| إجمالي الدرجات **Total Score**: | |  |  | | --- | --- | | **/ 100** |  | | | | | | | | | | |
| التقدير **Grading:** | 🞏 | ممتاز  Excellent | 🞏 | جيد جداً  V. Good | 🞏 | جيد  Good | 🞏 | مقبول  Fair | 🞏 | ضعيف  Poor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| التوصية | |  |  | | **Recommendation** |
| 🞏 | علاوة Increment | | 🞏 | مكافأة Bonus | |
| 🞏 | ترقية Promotion | | 🞏 | يحرم من العلاوة No Increment | |
| 🞏 | الاستغناء عنه Dismissal | | 🞏 | نقله لمكان آخر Transfer | |

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| ملاحظات الموظف **Employee Remarks** |  | ملاحظات الرئيس المباشر **Manager Remarks** |
|  | |  |

|  |  |  |
| --- | --- | --- |
| توقيع الموظف **Employee Signature** |  | توقيع الرئيس المباشر **Manager Signature** |
|  | |  |



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