

**EMPLOYEE PERFORMANCE EVALUATION FORM**

EMPLOYEE'S NAME:

EMPLOYEE'S DEPARTMENT &amp; POSITION

A/A	BASIC CRITERIA/ALLOCATED EVALUATION CRITERIA	MARKING				
		LOW Performance 5-10	MEDIUM Performance 10-13	GOOD Performance 13-15	VERY GOOD Performance 15-18	EXCELLENT Performance 18-20
<b>1.0</b>	<b>EFFICIENCY/PERFORMANCE</b>					
1.1	Responds to the demands of the hotel regarding the quantity of work that is expected from him/her					
1.2	His/her quality of work satisfies the hotel's demands					
1.3	Implements the instructions of his/her superior and obeys the decisions taken					
1.4	Implements the specific procedures of his/her job description					
1.5	He is passionate with his work					
1.6	Works without any constant supervision					
1.7	Deals immediately with any problems arising in his/her aspect of responsibility					
<b>2.0</b>	<b>RESPONSIBILITY/CONSISTENCY</b>					
2.1	Keeps to his/her working hours and does not have any unjustified absences					
2.2	Takes responsibility for jobs undertaken and completes them within acceptable time limits					
2.3	He/she is always willing to work overtime to cover the needs of the hotel					
2.4	Works with and helps colleagues and staff of other departments					
2.5	Accepts criticism and guidance					
2.6	He/she is always presentable and clean					
2.7	Undertakes any unscheduled duties					
2.8	Is enthusiastic and undertakes difficult duties					
2.9	Reports any problems and informs his/her colleagues					
2.10	Suggests ways of work improvements and problems solutions					
<b>3.0</b>	<b>CO-OPERATION (TEAM WORK) BEHAVIOUR</b>					
3.1	Is co-operative with his/her superiors and colleagues					

3.2	Maintains friendly relations with his/her colleagues and develops a team spirit					
3.3	"O.F.I." Opportunities for Improvement, he/she is willing and participates					
3.4	Bahaviour towards his/her colleagues and fellow-worker is					
3.5	He/she is easy to get on with pleasant personality					
<b>4.0</b>	<b>TRAINING / DEVELOPMENT</b>					
4.1	Is interested for his/her training and willingly undertakes new duties/tasks					
4.2	Gets up-dated and tries to improve his/her knowledge					
4.3	Participates in meetings and seminars organised by the hotel for any job up-dates and personee training					

Name of Departmental Head:

**Comments and Recommendations for the Employee's Improvement:**

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Comments:**

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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OBSERVATIONS AND INSTRUCTIONS OF THE GENERAL MANAGER:**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_