|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Employee ID | Title | Department |
| Marwa Hassan Eldawy | 30002502 | Junior Secretary | Controller's Office |

Manager will complete this form while conducting the performance review with employee noting that (1) connotes the lowest rating and (5) connotes the highest rating.

**Please note that 1 connotes the lowest rating and 5 is the highest**

**Personal Evaluation *(applicable to all employees; to be completed by the Appraiser)***

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| --- | --- |
| **Quality Of Work** | Rating (1-5) |
| Achieves the required degree of accuracy and attention to detail in work/tasks | 4 |
| Accomplishes acceptable amount of work | 5 |
| Shows Encouragement/Support to crew members/newcomers to promote responsibility | 5 |
| Shows the acceptable level of punctuality/sudden absence | 4 |
| Demonstrates efficient use of equipment in executing the assigned tasks and activities |  |

**AUC Competencies *(applicable to all employees; to be completed by the Appraiser)***

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| --- | --- | --- |
| **Core Competencies** | **Description** | **Rating (1-5)** |
| **Excellence** | Takes responsibility for the quality and timeliness of his/her work with little oversight | 5 |
| **Collaboration** | Continuously builds, develops, maintains, and strengthens effective and collaborative working relationships with others inside or outside the University | 4 |
| **Service** | Seeks opportunities to improve the quality of delivering operational processes to increase the satisfaction of concerned stakeholder(s) | 5 |
| **Work habits** | Consistently demonstrates professionalism and workplace etiquette in all circumstances | 4 |
| **Communication** | Demonstrates an ability to comprehend communication from others.  Attends to messages from others including paying attention to non- verbal clues | 3 |
| **Final Score** |  | |

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| --- | --- |
| **Comments** |  |

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| **Appraiser Name/ Signature** |  |
| **Employee Signature** |  |

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| **Rating Scale Definitions** | |
| **5**  **Exceptional** | Performance represents a level of efficiency that is rare and unusual. An appraisal at this level requires thorough documentation, notes, and remarks. |
| **4**  **Exceeds Expectations** | Performance exceeds expectations, but not to the extent that it would be considered rare and unusual |
| **3**  **Meets Expectations** | Performance is good/acceptable on the level expected from a trained, experienced, and successful employee. |
| **2**  **Needs Improvement** | Performance consistently failed to meet expectations in one or more essential areas of responsibility and/or one or more of the most critical goals were not achieved. |
| **1**  **Unsatisfactory** | Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not achieved. |