

Evaluation Assesment - Maintenance & Operations

NAME Al amin
EMP NO 2726
JOB TITLE Cleaner Welfare



S.No	Descriptions	Type	Max Score	Achieved Score
1	Does the employee have skills and knowledge to met criteria for this position	Observable	10	9
2	Attendance and punctuality to the assigned work area	Measurable	5	5
3	Compliance and adherness of Safety practice	Observable	5	4
4	Quality level of the works performed	Observable	5	4
5	Team work and co-operation to the co-workers and Supervisor	Observable	5	4
6	Accountability and ownership of the tasks assigned	Observable	5	4
7	Reporting and completion of the task within the scheduled timeline	Measurable	5	4
8	Ensure all critical HK areas mainted clean, hygiene and Safe at all times	Observable	5	5
9	Grooming standards to be followed as per agreed standards	Observable	5	4
Total Score			50	43
Achieved Total Score in %			100%	86%

Comments:

Performance Indicator Categories - " **Very good**"

Employee carry out the day to day tasks at Various site he is working as a Cleaner In welfare. he is Hardworking employee, good cooperation with the team, punctual to his work.he has ability to work as a supervisor of Cleaner team.

He Recieved 200 SR For housing but Now 300 SR need approval As per new accomodation charged . Current salary is 1500 SR. Expecting 1600 SR + 300 Housing .

Categories	Comments
Performance > 95%	Outstanding
Performance <= 95% & >90%	Excellent
Performance <= 90% & >=80%	Very Good
Performance <= 80% & >=70%	Satisfaction
Performance < 70%	Need Improvement

Maintenance Manager

Eng.Abdul Hafiz

Facility Engineer

Eng'r Mohammad Kiki

Director of Finance and Operations

Mohammad Y. Alshaikh

1500 + 300
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