

→ 31-De New 31-De

Evaluation Assessment - Maintenance & Operations

NAME Rizwan Mehmood
EMP NO 2483
JOB TITLE Civil Technician

| 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 adhrness of Safety practice | Observable | 5 | 4 |
| 4 | Quality level of the works performed | Observable | 5 | 4.5 |
| 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 | 5 |
| 7 | Reporting and completion of the task within the scheduled timeline | Measurable | 5 | 5 |
| 8 | Ensure all critical HK areas mainted clean, hygiene and Safe at all times | Observable | 5 | 4.5 |
| 9 | Grooming standards to be followed as per agreed standards | Observable | 5 | 4.5 |
| Total Score | | | 50 | 45.5 |
| Achieved Total Score in % | | | 100% | 91% |

Comments:

Performance Indicator Categories - "Excellent"

Employee carry out the day to day tasks at various site in riyadh he is working as a civil Technician. Working as tile fixing , block work,plastering work ,painting work all civil related work has been done he is Hardworking employee, good cooperation with the team, punctual to his work.

Completed 2 Years with our Company, recommending for the increase of Salary (previous salary was 1500 + 150 monthly bonus, Requesting to increase Net salary 2000 SR)

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

1800 = New Salary

Maintenance Manager

Enkatesan Rajan

CIVIL Project Coordinator

Eng'r Abdul Hafiz

Director of Real Estate Manager

Eng'r Mohammad Fahad Al Shaikh

