

## Evaluation Assesment - Maintenance & Operations

NAME MD Shamim hossain  
EMP NO -  
JOB TITLE Helper HVAC



S.No	Descriptions	Type	Max Score	Achieved Score
1	Does the employee have skills and knowledge to met criteria for this position	Observable	10	7
2	Attendance and punctuality to the assigned work area	Measurable	5	5
3	Compliance and adhrness of Safety practice	Observable	5	3.5
4	Quality level of the works performed	Observable	5	4
5	Team work and co-operation to the co-workers and Supervisor	Observable	5	3.5
6	Accountability and ownership of the tasks assigned	Observable	5	4.5
7	Reporting and completion of the task within the scheduled timeline	Measurable	5	4.5
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
Total Score			50	40.5
Achieved Total Score in %			100%	81%

Comments:

Performance Indicator Categories - " Very Good "

Employee carry out the day to day tasks at Various siter for Testing he is working as a HVAC Helper. he is Hardworking employee, good cooperation with the team, punctual to his work.he can work Work as a HVAC helper with our Hvac technician Thoman.

Completed the 2 Years , as per supervision of our Technician and Myself I am satisfied from his work His previous salary was 1500 new salary already approved 1800 SR due to transfer all documentation from mealiva to maidoul HR loss his increment document need aagin approval..

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'r Abdul hafiz

*\*1,800 SR Max\**

Director of Finance and Operations

Mohammad Y. Alshaikh