

Evaluation Assesment - Maintenance & Operations

NAME Aaftab Ahmad
EMP NO 2878
JOB TITLE Cleaner

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	4.5
4	Quality level of the works performed	Observable	5	4
5	Team work and co-operation to the co-workers and Supervisor	Observable	5	4.5
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, hygience and Safe at all times	Observable	5	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 he is working as a Cleaner In Murjan Building & Masjid Hussain he is Hardworking employee, good cooperation with the team, punctual to his work.he has ability to work as a supervisor of Cleaner team.				
Completed the 2 years in our company on 31 may 2024 . Requesting company to Increase 300 SR IN HIS NEW SALARY BECAUSE HIS SALARY IS 1300 SR. New Salary Expectation 1600				
		Categories	Comments	
		Performance > 95%	Outstanding	
		Performance <= 95% & >90%	Excellent	
		Performance <= 90% & >=80%	Very Good	
		Performance <= 80% & >=70%	Satisfaction	
		Performance < 70%	Need Improvement	

Maintenance Manager

Facility Supervisor

Director of Finance and Operations

Eng.Abdul Hafiz

Mohammed Azam

Mohammad Y. Alshaikh

