Communication Skill: Ability to clearly convey information and ideas to others and communicate effectively with superiors, peers and customers (Verbal/Written).	Meeting Expectation	3	Thank you. I'm committed to continously improving my communication skills.
Drive and Initiative: Ability to take initiatives to accomplish objectives. Demonstrates self-motivation and energy to achieve targets.	Outstanding	5	Thank you for recognizing my drive and initiative. It means a lot to know my efforts are contributing to the team.
Attendance/Punctuality: Reporting to work on time and avoid unnecessary absence from work.	Above Expectation	4	Thank you. I appreciate the importance of respecting everyone's time and being reliable.
Overall Rating / Comments	Rhoda provides perfect reliability in her work & great Attitude toward work & work environment	4	Thank you so much Joe! I'm happy to hear my efforts are paying off. I'm always striving to improve and excited to contribute to the team's success.

DEVELOPMENT NEEDS (By Manager)	
Develop expertise additional on labor law (UAE, IRAQ)	
Develop Training Plan / Schedule cross the company	
Look into Payroll module to automate payroll in UAE first	
OBJECTIVES/KPIs FOR NEXT YEAR (By Manager)	
SIGNATURES	
Employee's Signature	**Manager's Signature**

***Performance Rating Scale Definition**	
5	**Significantly Exceeded Target/Expectation *(Description/examples should be provided to justify the rating)***
4	**Exceeded Target/Expectation *(Description/examples should be provided to justify the rating)***
3	**Met Target/Expectation**
2	**Partially Met Target/Expectation/Development Required**
1	**Did not meet Target/Expectation/Significant Development Required**

UNI PRODUCTION SYSTEMS FZC

APPARAISAL FORM

CONFIDENTIAL	EMPLOYEE PERFORMANCE APPRAISAL FORM
Name : Rhoda Ventura Teodoro	**Employee No.: UNI-PRD-0005**
Designation : HR Manager	
Business Unit/Department:	**Date of Joining: 12/01/2023**

APPRAISAL OF COMPETENCIES			
COMPETENCY	**Manager COMMENTS**	*** RATING (1-5)**	**Employee COMMENTS**
Performance against the KPIs (if applicable) Provide the details and attach supporting documents if available.	N/A	N/A	
Quantity of work: Manages time and resources to ensure that work is completed effectively and output targets are met within the standard time.	Rhoda is always on time on her work & always showing pro-activeness to go the extra-mile	4	Thank you. I'm committed to consistently delivering high quality work and exceeding expectations whenever possible.
Quality of work: Accomplishes tasks by giving full details to attention, standards and specifications. Adheres to Standard Operating Procedures.	Meeting Expectation In some instances going beyond her Scope of work to provide full suppat	4	Thank you. I'm always looking for ways to improve my work and contribute even more to the team.
Job Knowledge: Job holder's Technical and Professional competence to meet job objectives and application of the same in day to day work.	Meeting Expectation	3	Thank you. I'm committed to continously improving my skills.
Team Work: Ability and willingness to work with other team members and ability to promote team environment	Good Attitude overall Team player	4	Thank you for recognizing my positive attitude and team work skills. I truly value being part of this team!