ITG ITG RESOURCES FZCO	**PERFORMANCE EVALUATION REPORT**	Effective Date: 20 Oct 2026	
		Document Code: IMS-RM-F06	
		Rev. # 00	Ref #:

Employee's Name	ZHIMAO LI		
Position	SALES	Department	SALES DEPARTMENT
Date Employed		Date of evaluation	
Period Covered by this Evaluation Report		2025.10.1-2026.10.20	

INSTRUCTIONS

This evaluation report is important in improving the company's manpower resources. The objectivity and accuracy with which you accomplish this form cannot be over-emphasized. It is desirable that the results of your evaluation be reviewed by the employee concerned. This will provide an occasion for you to point out to the employee how well he is doing his/her job and how he/she can improve it. It will also provide you or the employee with the opportunity to set job objectives as well as discuss solutions to problems encountered in the job.

Please evaluate on a scale from 1 to the Max Score allocated for each performance parameter.

SECTION – PERFORMANCE EVALUATION

NO.	PARAMETERS	SCORE
1	**JOB KNOWLEDGE** Refers to his / her knowledge, thoroughness of fundamentals, techniques, policies, systems & procedures & developments in his / her functional area. **Max Score – 10 points**	7
2	**WORK OUTPUT** Extent to which targets & plans have been met, speed & effectiveness with which output & results have been achieved. Completion of project assignments **Max Score – 20 points**	18
3	**QUALITY OF WORK** Accuracy & thoroughness of the work, eye for detail & meticulousness. Demonstrated ability to go beyond the prevailing standards. **Max Score – 20 points**	20
4	**ADHERENCE TO SCHEDULES / DEADLINES** Timelines in carrying out tasks / assignments. **Max Score – 10 points**	10
5	**COMMITMENTS** Involved and dedicated to the interest of the organization, honesty and sincerity in work that has a positive impact on performance. **Max Score – 10 points**	10
6	**PROBLEM SOLVING & DECISION MAKING** Clearly identifies and understands key problems to be solved & decisions to be taken, gathers and analyzes relevant data and select the right solution / decision. **Max Score – 5 points**	5
7	**TEAMWORK**	5

	Encourage sub ordinates to take on higher responsibilities by providing necessary guidance & counseling. Establishes & contributes to harmonies & productive interaction with colleagues. **Max Score – 5 points**	
8 8.1 8.2	**ATTITUDE** **Cooperation** Getting along with colleagues & superiors, appreciation of others' problems and ideas **Max Score – 5 points**	10
	Management Attitude Willingness to accept & promote management policies, loyalty and integrity in following rules, positive attitude of constructive criticism. **Max Score – 5 points**	
9	**POTENTIAL** Demonstrated ability & willingness to take on higher responsibilities. **Max Score – 10 points**	10
10	**Total Score out of 100**	95

RECOMMENDATIONS / OTHER REMARKS (IF ANY)

Evaluation Prepared By	**Approved By**
XUEQI ZHANG Name / Designation	BINGHUANG CHEN AUTHORIZED OFFICER