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## EMPLOYEES PERFORMANCE APPRAISAL FORM

Form # 6

### SUMMARY OF PERFORMANCE APPRAISAL

The Employee Performance Assessment will be carried on annual bases. This Appraisal Form contains four main assessment factors:

**(1) Personal data (2) Main Achievements done by employee (3) Personal Attributes (4) Future Development for the employee.** This performance format will help supervisor to easily assess his/her subordinates' job Performance.

### RATING SCALE

The performance Appraisal Method used is a Numerical Rating based on five points rating scale as listed below:

1. **Exceptional Performance** (Shaqo Lama filaan ah)
2. **Exceeds Expectation** (Wuu dhaafay shaqadii laga filaayey)
3. **Fully meets Expectation** (Wuu dhameeyey shaqadii laga filaayey)
4. **Needs Improvement** (Waa in uu shaqada Kordhiyaa)
5. **Unsatisfactory** (Wax qabadku waa hooseeyaa)

*Note: See the attaching Annex explaining the Rating Scale*

#### **(1) PERSONAL DATA (Filled By HR Department)**

Employee name with (PFNO):

Date of Appointment:

Job title:

Grade: \_\_\_\_\_

Department: Department

Review Period start from:

Type of Review: (Yearly / Half year /Quarterly)

Last Review date: \_\_\_\_\_

Reviewer's Name:

Reviewer title:

**2) Main achievements performed during the assessment period (to be filled by Employees).**

- (1). \_\_\_\_\_
- (2). \_\_\_\_\_
- (3). \_\_\_\_\_
- (4). \_\_\_\_\_
- (5). \_\_\_\_\_
- (6). \_\_\_\_\_

<b>3) PERSONAL ATTRIBUTES</b>	<b>Rating</b>	<b>Remarks/Comments</b>
1. Organizational Policies and Values		
2. Work processes and results		
3. Communication skills		
4. Decision making and problem solving		
5. Interpersonal skills		
6. Planning and implementation		
7. Program/project management		
8. Interacting with Internal/ external environment		
9. Punctuality		
Overall performance.		

<b>4) SELF DEVELOPMENT</b>
<p><b>4.(A) Performance Plan:</b> Identify specific actions/behaviors the employee needs to start doing, change doing, and/or continue doing in the upcoming performance period:</p>   
<p><b>4. B) TRAINING/DEVELOPMENT</b> (Training Needs identified)</p> <p>1. Action needed to achieve the above .....</p> <p>2. How it will be achieved .....</p> <p>3. By when (priority) .....</p> <p>4. Location.....</p>

<b>EMPLOYEE COMMENTS</b>
<p>Use the following space to make comments if any and Sign:</p>   <p><b>Employee Signature</b> _____ <b>Date</b> _____</p> <p>(Your signature does not necessarily signify your agreement with the appraisal; it simply means that the</p>

appraisal has been discussed with you).

Appraiser's Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director's Signature/RR: \_\_\_\_\_ Date \_\_\_\_\_

**H.R: for follow up and necessary action:**

**HR officer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Annex: Guidelines for the Employee Performance Appraisal form**

This key is intended to guide any appraiser and easily determine the evaluation marks of their respected subordinates' through the below detailed guidelines

<b>Scale value</b>	<b>Description</b>	<b>Detailed information</b>
1.0	Exceptional Performance	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates exceptional accomplishments in terms of quality and quantity of work that is easily recognized as truly exceptional by others.
2.0	Exceeds Expectation	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance at a level beyond expectations is sustained and the quality of work is uniformly high.
3.0	Fully meets Expectations	Performance clearly and fully meets all requirements of the position in terms of quality and quantity of work. It is described as good, solid performance, with thoroughly and on time results. While minor deviations may occur, the overall level of performance meets all position requirements.
4.0	Needs Improvement	Performance is noticeable less than expected. The employee generally meets with most job requirements, but struggles to fully meet them all. The need for further development and improvement is clearly recognized.
5.0	Unsatisfactory Performance	Performance must improve substantially within a reasonable period of time if the individual is to remain in this position. The employee performance is far behind the expected job requirements.