**PERFORMANCE APPRAISAL FORM**

**Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Assessor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nature of Work**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Assessment Duration**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Days**

**Section I - Assessee Performance rating**

|  |  |  |  |  |  |
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| **CRITERIA (See Guidelines)** | **5** | **4** | **3** | **2** | **1** |
| Teamwork & Cooperation |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Quality |  |  |  |  |  |
| Documentation |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Mechanical Knowledge |  |  |  |  |  |
| Hydraulic Knowledge |  |  |  |  |  |
| Electrical Knowledge |  |  |  |  |  |
| Electronic Knowledge |  |  |  |  |  |
| Piloting Skills |  |  |  |  |  |
| Manipulator Skills |  |  |  |  |  |
| Productivity |  |  |  |  |  |
| Safety & Housekeeping |  |  |  |  |  |
| Learning Skills |  |  |  |  |  |
| Teaching Skills |  |  |  |  |  |
| Leadership  |  |  |  |  |  |

**Assessor Performance Rating**, ***this must be completed by Assessee***

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| **CRITERIA** | **5** | **4** | **3** | **2** | **1** |
| Communication |  |  |  |  |  |
| Ability to teach |  |  |  |  |  |

Beneficial Training:

 **Comments / Recommendation by Reviewing Superintendent / Supervisor**

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 Signed: Date:

 **Comments by Employee**

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 Signed: Date:

 **Comments by Responsible Operations or Project Manager**

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 Signed: Date:

# PERFORMANCE APPRAISAL RATING CRITERIA GUIDELINES

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| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **5** | **4** | **3** | **2** | **1** |
| **Teamwork &****Cooperation** | Exceptionally successful in working with and assisting others. | Quick to volunteer to work with and assist others, even outside normal shift pattern. | Generally works well with and assists others. | Cooperation must be solicited. Reluctant to assist outside normal shift pattern. | Fails to cooperate. Unwilling to work with or assist others. |
| **Communication** | Able to communicate well at all levels. Actively encourages communication amongst others. | Often demonstrates good communications between colleagues/supervisors and clients, where applicable. | Usually makes efforts to communicate with colleagues / supervisors. | May communicate with either colleagues or supervisors. | Fails to communicate with colleagues and supevisors. |
| **Quality** | Quality of work is exceptional | Quality is consistently above established standards. | Quality of work is generally satisfactory. | Quality of work is inconsistent , requires improvement | Quality of work is completely unacceptable.  |
| **Documentation** | Always completes system paperwork for base operations use. | Often completes system paperwork for base operations use. | Generally completes system paperwork for base operations use. | Occasionally completes system paperwork for base use. | Never completes system paperwork. |
| **Initiative** | Always looks for improvements, regularly makes suggestions. Can be relied upon to offer new ideas, methods, or concepts. | Often looks for improvements, regularly makes suggestions. Consistently offers new ideas, methods, or concepts. | Occasionally looks for improvements, regularly makes suggestions. Occasionally offers new ideas, methods, or concepts. | Seldom looks for improvements, sometimes makes suggestions. Seldom offers new ideas, methods, or concepts. | Demonstrates lack of any initiative and does not offer suggestions. Must be consistently told what to do. |
| **Mechanical****Knowledge** | Demonstrates full and complete knowledge of mechanics. Learns quickly and can demonstrate for others. | Demonstrates better than average knowledge of mechanics, quick to grasp new ideas & methods. | Demonstrates basic mechanical skills and abilities. | Demonstrates low mechanical knowledge, requires improvement. | Does not understand job. Unacceptable skill level in mechanics. |
| **Hydraulic****Knowledge** | Demonstrates full and complete knowledge of hydraulics. Learns quickly and can demonstrate for others. | Demonstrates better than average knowledge of Hydraulics. Quick to grasp new ideas & methods. | Demonstrates basic Hydraulic skills and abilities, average knowledge of subject. | Demonstrates low Hydraulic knowledge, requires improvement. | Does not understand job. Unacceptable skill level in hydraulics. |
| **Electronic****Knowledge** | Demonstrates full and complete knowledge of Electronics. Learns quickly and can demonstrate for others. | Demonstrates better than average knowledge of Electronics. Quick to grasp new ideas & methods. | Demonstrates basic Electronic skills and abilities, average knowledge of subject. | Demonstrates low Electronic knowledge, requires improvement. | Does not understand job. Unacceptable skill level in Electronics. |
| **Electrical****Knowledge** | Demonstrates full and complete knowledge of electrics. Learns quickly and can demonstrate for others. | Demonstrates better than average knowledge of electrics. Quick to grasp new ideas & methods. | Demonstrates basic Electrical skills and abilities, average knowledge of subject. | Demonstrates low Electrical knowledge, requires improvement. | Does not understand job. Unacceptable skill level in electrics. |
| **Piloting****Skills** | Capable of operating ROV under extreme conditions, performing all tasks in a quick, safe and efficient manner. | Can navigate ROV in difficult conditions & in complex structures. Can assess weather conditions/job procedures to determine tasks safe for ROV and efficient for the client. Can operate ROV in a quick, safe and efficient manner. | Generally capable of navigating ROV to worksite in most conditions, Aware of potentially dangerous positions and weather parameters for the ROV. Capable of operating ROV without immediate Supervision. | Operational piloting requires improvement to consistently navigate ROV to job site without getting lost.  | Unfamiliar with controls or ROV, unable to pilot ROV to job site without getting lost. Requires constant Supervision. |
| **Manipulator****Skills** | Always capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires no supervision. | Often capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires minimal supervision. | Generally capable of performing general manipulator duties with good hand/ eye co-ordination, May require some supervision during more complex tasks. | Usually requires supervision to perform simple tasks with the manipulator. | Little manipulator skill, unable to operate system. |
| **Productivity** | Exceptional record for exceeding established goals, efficient and productive. | Consistently efficient and productive. | Generally efficient & productive. | Below average output of work. | Unacceptable productivity. |
| **Safety &****Housekeeping** | Exceptional use of safe work and housekeeping practices. Exceptional safety record. Sets examples for others to follow. | Demonstrates consistently good safety and house keeping practices. Above average safety record. | Generally uses safe work practices. Work area generally satisfactory | Occasionally demonstrates acceptable safe and house keeping work practices. | Unacceptable Safety and house keeping. |
| **Learning Skills** | Shows exceptional willingness and ability to learn. | Demonstrates a willingness and ability to learn. | Shows ability and inclination to learn | Willing to learn , requires encouragement | Unwilling to learn. |
| **Teaching Skills** | Exceptional ability and willingness to impart knowledge. | Consistently demonstrates an ability and willingness to teach. | Able to teach but not always willing to do so. | Limited teaching skills | Unable to teach. |
| **Leadership** | Demonstrates the ability to take charge and lead others. | Consistently demonstrates strong leadership skills. | Demonstrates good basic leadership skills. | Demonstrates difficulty in leading others. | Demonstrates Ineffective leadership skills. |