

C. Evaluation Details

Type of evaluation:	☐ End of Probation	☒ Completion of Tour of Duty	☐ H.O. Assignment
	☐ Other (specify, e.g. after 4-6 weeks for new Master / C/E)		
Names & Positions of	Appraiser: <u>AMAD BKAHQA</u>	Reviewer: <u>DADER #11</u>	

D. Performance Evaluation (use Rating Guidelines as stated below)

Criteria / Area		Rating (1-5)
1	Technical Competence: • Good command on all theoretical and practical aspects.	3
2	Health, Safety & Environment Management: • Has knowledge of and complies with HSE requirements in the HSE system manual; • Has proactive approach in improvement of HSE performance.	3
3	Commitment & responsibility: • Demonstrates commitment to company's policies and goals; • Is punctual, diligent, and trustworthy.	3
4	Conduct, Interpersonal skills and Communication: • Discipline, General conduct and behaviour on board, cooperativeness; • Attitude & sociability; keeping others informed and considering their view point; • Is able to maintain good communication / relations with H.O. staff, charterers, suppliers, surveyors etc.	3.5
5	Productivity: • Has ability to set priorities and meet deadlines; • Has ability to work under pressure;	3
6	Problem Solving & Decision Making: • Has ability to think through a problem, identify possible causes and develop workable solutions; • Ability to innovate and / or accept new ideas, and to adapt to changing situations; • Willingness to make decisions, and accept accountability.	3
7	Leadership & team work: • Demonstrates and encourages teamwork among vessel staff; • Is self motivated, has ability to set objectives, and to motivate the team to achieve objectives.	3
8	Planning & Organisation: • Is skilled in establishing goals, priorities, and courses of action; • Uses resources, personnel and time efficiently.	3
9	Personnel Management • Helps subordinates grow in their capacity to handle increasing responsibility; • Has willingness to share knowledge / experience and to train / guide subordinates; • Is able to deal effectively with conflict / disciplinary actions.	3
10	Commercial • Supports commercial objectives of KOTC • Efficient in budgetary and financial control, and accurate reporting; • Understands and fulfils charter party requirements.	3
Performance Score (total of performance ratings / 10)		7/61.0

Performance Rating Guidelines

Rating	Level of achievement	Description
5*	Performance exceeds expectations	Exceptional; seen as industry leader
4	Performance meets expectations with some aspects exceeding	Confident in all aspects and demonstrating extensive knowledge in some aspects
3	Performance meets expectations	In line with requirements
2	Performance partially meets expectations	Has core of theoretical or practical skills but occasionally needs assistance to perform efficiently in some aspects
1*	Performance needs considerable improvement to meet expectations	Lacking in some areas of theoretical or practical knowledge

* Award of these ratings must be justified by the appraiser in "Additional Qualifying Remarks" on next page.

D1. Overall Score

(Performance Score + Achievement Score) =