

Job Performance Evaluation Form for Health Care Employees (doctors' category)

Instructions for filling in and using the form:

1. This form should be filled in by the immediate superior and approved by the highest superior as per delegated authorities.
2. This form is applied to occupants of healthcare jobs at the university, such as doctors, health assistants, and specialists.
3. The appropriate score for each evaluation item is given according to the immediate superior's discretion after referring to available evaluation resources and seeking credibility and fairness.
4. Performance is evaluated on a scale from 1-5, with grade 5 representing the best level and grade 1 representing the lowest.
5. The final result will be automatically calculated by finding the mean average for all items according to the following table

Excellent	Very good	Good	Weak
Between 4.2 - 5	Between 4.2 – 3.3	Between 3.3 – 2.5	Less than 2.5

Employee's Name	
Employee's NO.	
Job title	
Joining Date	
Administration/ College	
Evaluation Period	

Job Performance		
No.	Item	Degree of Fulfilment
.1	Commitment to university's regulations and by-laws	
.2	Awareness of work objectives and tasks	
.3	Familiarity with job's technical foundations and concepts	
.4	Ability to evaluate used treatment methods	
.5	Sound knowledge of ways of operating devices and used materials	
.6	Proficiency in determining appropriate treatment	
.7	Ability to define requirements for work accomplishment	
.8	Skill in providing guidance and achieving technical and administrative follow-up	
.9	Level of performance in field of specialization	
.10	Following-up further developments in the field of specialization	
.11	Observing safety and protection requirements at work	
.12	Awareness of common diseases spread in the surrounding environment	
.13	Spreading health awareness at university and in surrounding community.	
.14	Ability to develop work methods	
.15	Ability to provide training to other colleagues	
.16	Adhering to workplace dress code	
.17	Dexterity in making reports	
.18	Maintaining working times	
.19	Ability to overcome work difficulties	

Personal Traits		
No.	Item	Degree of Fulfilment
1.	Ability to take responsibility and adhere to good conduct	
2.	Accepts guidance and is willing to implement it	
3.	Degree of dependability	
4.	Keeping professional appearance	

Interrelationships with.....

No.	Item	Degree of fulfilment
.1	Superiors	
.2	Colleagues	
.3	Subordinates	
.4	Visitors (whether from outside the university, patients, students, or teaching staff)	

Strengths and Weaknesses

Any other major strengths and weaknesses are mentioned to support the previous evaluation, provided that they were not mentioned above

Strengths

(e.g. distinguished achievements or activities not previously included)

No.	Item	Degree of Fulfilment
.1		
.2		
.3		

Weaknesses

(e.g. notices of attention, warnings or any negative personal traits that affect his/her work, provided these have not been mentioned above)

.1		
.2		
.3		

General recommendations to develop the employee, if any

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Degree of improvement since last report

Weak

Satisfying

Good

Head of Department	
College Dean	