

The person being evaluated		Evaluator								
Year		Evaluation date	02.06.2021	MANAGERIAL EMPLOYEE <input checked="" type="radio"/>						
Name	NOT FILLED	Name	NOT FILLED	EMPLOYEE <input type="radio"/>						
Identification number	NOT FILLED	Identification number	NOT FILLED							
Constituent part / Faculty		Constituent part / Faculty		Group of criteria A						
Unit - level I		Unit - level I								
Unit - level II		Unit - level II								
Unit - level III		Unit - level III								
EVALUATION CRITERIA		POINT SCALE			POINTS		NOTE			
A - Work performance and outcomes of the employee or managerial employee		1	2	3	4	5	Absolute	Recalculated	(space for a short note or evaluation expressed in words)	
1 - Quality of job task performance and the observance of established procedures		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
2 - Number of job tasks being fulfilled		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
3 - Adherence to deadlines		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
4 - Level of expertise, or, as the case may be, language skills, and the extent of their utilisation		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
5 - Level of specific knowledge and the extent of their utilisation		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
6 - Motivating subordinate employees		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
7 - Ensuring interest in development by subordinate employees		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
8 - Delegating tasks to employees		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	1,00		
Total number of points for the group of criteria							8	8,00	Evaluation	Unsatisfactory
B - The fulfilment of job duties/disciplines		1	2	3	4	5	Absolute	Recalculated	(space for a short note or evaluation expressed in words)	
1 - Adhering to and making use of working hours		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
2 - Observing work discipline		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Total number of points for the group of criteria									Evaluation	
C - Behaviour in the workplace and personal qualities		1	2	3	4	5	Absolute	Recalculated	(space for a short note or evaluation expressed in words)	
1 - Communication with colleagues		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
2 - Provision of information		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
3 - Cooperation with other employees		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
4 - Willingness to assume assigned tasks		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
5 - Cooperative attitude towards changes in procedures		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
6 - Attitude to improving qualifications and training		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
7 - Reliability		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
8 - Autonomy and decisiveness		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
9 - Conflict resolution		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
10 - Resilience to stress		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
11 - Personal hygiene		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
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		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Total number of points for the group of criteria									Evaluation	
TOTAL NUMBER OF POINTS							8	8,00	Evaluation	Unsatisfactory