



Annual evaluation of the employee

Leo FARPINI

Born : 26/04/1983

User support technician

Since the : 2 june 2018

Previous evaluation : 26 juin

Assiduity 2 Delays 1 Non-excused 1 Excused 7 Holiday

Rate	<u>14</u>	EXCEEDS EXPECTATIONS 71-90	MEETS THE EXPECTATION S 41-70	NEEDS IMPROVEMENT 0-40
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GENERAL

	Exceeds expectations	Meets the expectation	Needs improvement
1. Responsibility - takes responsibility for actions, assumes the consequences	3	2	1
2. Punctuality and attendance - Rarely absent, punctual, keeps required hours	3	2	1
3. Cooperation - Able to get along well with colleagues and management	3	2	1
4. Attitude/respect - initiative, optimism and courtesy	3	2	1
5. Acceptance of criticism - Ability to learn from suggestions and change behaviour	3	2	1
6. Flexibility - Ability to react to changing situations and expectations	3	2	1
7. Policy and procedures - Follows the organisation's policy and procedures	3	2	1
8. Task completion - successfully completes tasks and meets all deadlines	3	2	1
9. Interaction with users - Provides high quality advice while always being responsive to expressed needs			
10. Quality of work - Thorough, accurate and clean	3	2	1
11. Willingness to learn skills - Willing to take on challenges and learn new techniques	3	2	1
12. Communication skills - Conveys information effectively	3	2	1
13. Organisational skills - Ability to stay on track and use time effectively	3	2	1
14. Confidentiality - does not discuss internal events with colleagues			
15. Appearance/dress code - Professional and neat appearance	3	2	1
16. Appearance of work area - Keeps work area clean and tidy	3	2	1
17. Conflict Resolution - Takes constructive approaches to resolving workplace	3	2	1
Resolving conflicts - Takes constructive approaches to resolving workplace issues	3	2	1
18. Safety - Helps create a safe and secure environment by following established procedures	3	2	1
	3	2	1

OVERALL TOTAL SCORE (MAXIMUM 69)

41

