

Annual Evaluation

Name and Surname:

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Supervisor or Manager:

Date of Evaluation:

Wellbeing management: Is conscious of and proactively manages wellbeing, both personally and for others. Monitors and supports the wellbeing of colleagues while setting a positive example through own behaviour. Introduces improvements to workplace environment and safety. Communicates constructively and suggests innovations to manage stress.

Evaluation (insert the appropriate number in the box):

Comments:

<input type="text"/>	1	Well below Expectations
<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Strategic thinking: Manages and analyses information efficiently. Has a positive, proactive attitude in solving problems, developing workable solutions. Takes decisions in line with the objectives and the strategic vision.

Evaluation (insert the appropriate number in the box):

Comments:

<input type="text"/>	1	Well below Expectations
<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Teamwork: Cooperates effectively, solid team player, builds relationships with colleagues based on trust and mutual respect. Coordinates efforts with the supervisor and with colleagues. Shares successes. Accepts responsibility for failure.

Evaluation (insert the appropriate number in the box):

Comments:

<input type="text"/>	1	Well below Expectations
<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Initiative and working autonomy: Entrepreneurial. Assumes responsibilities required by tasks and independent in carrying out tasks. Plans the work and identifies the priorities. Succeeds in handling multiple issues.

Evaluation (insert the appropriate number in the box):

Comments:

<input type="text"/>	1	Well below Expectations
<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Innovation at work: Creative thinker. Promotes diverse ideas even when they come from others. Adapts to changes in the market. Shows lateral thinking and allows "alternative" solutions to be accommodated.

Evaluation (insert the appropriate number in the box):

Comments:

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<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Level of accomplishment of objectives: The employee had realistic objectives for the past year. He/she successfully pursued the objectives which were agreed.

Evaluation (insert the appropriate number in the box):

Comments:

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<input type="text"/>	2	Meets most Expectations
<input type="text"/>	3	Fully meets Expectations
<input type="text"/>	4	Exceeds Expectations
<input type="text"/>		N/A

Development & Training: identify the short-term and long-term training needs for the person's professional development.

Overall Evaluation

Strengths

Weaknesses

Employee: Comments on Evaluation and Development

Evaluation

Development