

# XYZ shipping company

Appraisee Name		Appraisal Period	
Rank		Rank experience	
Vessel		Date Joined	
Date			
Appraiser name/ Rank		Days served with appraiser	

Please use below evaluation rating standard for appraisal. Additional positive or negative comment to be mentioned in

Outstanding	10-9	Below expectation	4-3
Exceed expectation	8-7	Unsatisfactory	2-1-0
Meets expectation	6-5		

## 1. Performance rating (scale 0 to 10)

Knowledge of work		Communication	
Team work		Safety concern	
Problem solving		Job planning	
Company policy knowledge		Interdepartmental relation	
Cost Concern		Time management	
Independent to work		Decision making	

## 2. For management level officers/ Engineers below additional area to be evaluated (scale 0 to 10);

Administration		Dependability	
Cost concern		Responsiveness	
Leadership		Human resource management	

## 3. Development plan

Area of strength	Give details
Area of Improvement required	Give details
Plan of action for improvement	Give details

## 4. Feedback

Appraisee comment & self-action plan	
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Appraisee signature	Appraiser signature
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