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| This form aims to contribute to the professional development of the personnel by evaluating their subordinates. Administrators score each criterion on a scale of 1 (very poor) to 5 (very good) and add comments as needed. |

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| **Evaluated Personnel Name Surname** |  |
| **Position / Title** |  |
| **Unit** |  |
| **Evaluation Period** |  |
| **Evaluating Administrator** |  |

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| **Evaluation Criteria** |
| **Criteria** | **Definition** | **Score (1- 5)** | **Comments** |
| Duty Responsibility | Fulfills its duties completely and on time. |  |  |
| Leadership and Initiative | Shows leadership and takes initiative when necessary. |  |  |
| Communication Skills | Communicates effectively with colleagues and managers. |  |  |
| Teamwork | Supports team spirit and cooperates. |  |  |
| Problem Solving | Solves problems quickly and effectively. |  |  |
| Corporate Compliance | Acts in accordance with corporate values and procedures. |  |  |
| Professional Development | Tries to improve their knowledge and skills in their field. |  |  |

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| **Overall Evaluation and Feedback** |
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| Recommendations and Areas for Development |
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