

بسم الله الرحمن الرحيم



جامعة حضرموت
مركز التطوير الأكاديمي وضمان الجودة
ADCQA



Professional Performance Evaluation Form for (General
Director)

Main Information:

Name:

Job Title / Academic Rank:

Faculty:

Department:

First: Tasks

No.	Task	Max Score	Task Description	Score Awarded
1	Delivering academic lectures	10		
2	Preparing the annual plan	6		
3	Supervising all daily activities	8		
4	Applying best strategies to improve performance	8		
5	Performance measurement	6		
6	Monitoring and submitting reports	6		
7	Following up on department heads and supervisors	6		

8	Enhancing the productivity of the unit			
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Total Score: 50 Score Awarded:

Second: Self-Initiated Activities

No.	Initiative Supporting Tasks	Max Score	Description / Score Awarded
1			
2			

Third: Other Assignments

No.	Assignment	Max Score	Entity / Description / Date / Score Awarded
1			
2			

Fourth: Skills and Competencies

No.	Skill / Competency	Max Score	Description / Score Awarded
1	Planning skills		
2	Monitoring and evaluation skills		
3	Problem-solving and decision-making skills		
4	Team management skills		
5	Effective communication skills		
6	Budget preparation skills		
7			
8			

Fifth: Procedures, Penalties, or Weaknesses

No.	Procedure / Weakness	Negative Score / Notes
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Evaluator / Direct Supervisor Notes:

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Opinion on Performance Development Compared to Previous Year:

☐ Improved and better performance	☐ Clear improvement	☐ Good performance	☐ Acceptable performance	☐ No noticeable improvement

Based on the above, I recommend the following:

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Evaluator Name and Signature:

Date: