

Development Dialogue

(Line Employees)

Name:

Date:

Position:

Date of last appraisal:

Appraiser:

Department:

STRENGTHS نقاط القوة عند الموظف

Strengths consistently evident in work performance:

(Talent, attitude and skills that are worthy of note due to their positive contributions to the job duty. Common areas here should include Quality of Technical Skills, Product Knowledge and willingness to share it, Team interaction, Guest interaction, Safety, Quantity of work, etc...)

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AREAS TO IMPROVE / WEAKNESSES نقاط تحتاج الى تطوير

(Talent, attitude and skills, used ineffectively, or not at all, that reduces effectiveness and on-job efficiency.)

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OTHER غير ذلك من الأمور التي لها تأثير على أداء الموظف

Other points, which impact Job Performance

(Attendance, grooming/personal hygiene, interest levels, cooperation, etc...)

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ACTION PLAN الخطة المستقبلية لتحسين الأداء

Personal focus في ما يخص الشخصية

(A clear, concise list of points, that when addressed, will add a positive, measurable difference to an individual's success, confidence levels and approach in that same job)

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Job focus في ما يخص العمل

(A clear, concise list of points, that when addressed, will add a positive, measurable difference to the Hotel environment, and the achievement of the Hotel's goals)

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TRAINING & DEVELOPMENT ما يلزم الموظف من تدريب وتطوير

(Areas and resources identified for training and development assistance.)

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Future role (next twelve months):

- ☐ remain on current level, focus on provision of “excellence”
- ☐ talent, attitude and skill level is identified, but targeted for placement in another role

(التصور المستقبلي للمتسوى الوظيفي (خلال الإثنى عشر شهراً القادمة

- ☐ فى نفس الوظيفة مع التركيز على تحسين أداء العمل
- ☐ . فرصة الترقية أو التخصص فى وظيفة أخرى تناسب المهارات والخبرة

Employee's Comments ملاحظات الموظف على التقييم

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Department Head Comments ملاحظات مدير الإدارة على التقييم

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Employee's Name & Signature: توقيع الموظف

Appraiser's Name & Signature: توقيع من قام بالتقييم

Human Resources Manager Name & Signature:
