



# CREW EVALUATION

Employee Name:	CHRISTDIAN STEVANUS	Crew ID#	9080676	
Position:	UTILITY CLEANER	Date	28-Jul-18	
Ship:	MARELLA EXPLORER	Review Period	From	15-Apr-18 To 28-Jul-18
Purpose of Evaluation:	<input checked="" type="checkbox"/> PROBATIONARY <input type="checkbox"/> END OF CONTRACT <input type="checkbox"/> OTHER		90 DAYS	

**Purpose**

This performance appraisal is the tool used to evaluate an employee's overall performance during a specific time period. This performance appraisal system provides the means for regular, candid communication between each employee and his/her supervisor about past performance and about future expectations. By providing a consistent rating system, the performance appraisal system also provides an objective means for supporting salary actions, promotions, probationary measures and terminations, as applicable.

**Levels of performance**

5	Results achieved far exceed job requirements. Accomplishments show superior degree of skill and ability. Additional responsibilities are warranted.
4	On an overall basis, results exceed job requirements. Accomplishments show a substantial degree of skill and ability. Additional responsibilities may be warranted.
3	Results meet job requirements. Accomplishments show expected skill and ability. Employee is fully productive in this job.
2	Results fall short of expected requirements. The employee may not have been on the job long enough to achieve full productivity. If in the position for sufficient time, then the employee's accomplishments sometimes meet minimal standards but improvement is necessary. Guidelines for improvement must be provided.
1	Performance is below job requirements, and is considered unsatisfactory. Termination may be warranted.

- A COMMUNICATION**  
 Ability to communicate clearly and effectively; Recognizes proper lines of communication, ensuring full and correct information is provided to guests and/or co-workers; Command of the English language. 2.75
- B ATTITUDE**  
 Accepts orders from supervisors; cooperates with other departments; Enthusiasm; Helps with tasks other than those directly assigned 2.25
- C PERSONALITY / RELIABILITY**  
 Relating to Guests and Co-Workers; Positive attitude; Dependability; Punctuality, Honesty; Grooming and Personal Appearance, Friendly. 2.50
- D JOB KNOWLEDGE / GENERAL SKILLS**  
 Understanding the scope and responsibility of current position based on job Description; Follows all company policies and procedures related to current position. Delivery of service. 2.50
- E SAFETY AND EMPLOYEE POLICY COMPLIANCE**  
 Meeting the required safety standards established by the company. Knowledge of and compliance with policies outlined in the Shipboard Employee Handbook (i.e. Sexual Harassment, Drugs and Alcohol, Environment, etc...) Knowledge of and compliance with Public Health standards and procedures on board. 2.75

<b>OVERALL ASSESSMENT</b>	Total scoring from above areas	12.75
	Total number of areas evaluated above	5.00
	<b>TOTAL OVERALL RATING</b>	2.55

**Reviewer's Overall comments:**

Mr. Stevanus during his 90 days on board shows satisfactory result only under supervision. Mr. Stevanus need to increase his cleaning speed and to pay more attention on his quality of job. Very quiet person, reports on time for duties. We would like to remind him that all supervisors are willing to help and guide him at all times.

**Employee Comments**

Comments -

RECOMMENDED FOR PROMOTION

NOT AT THIS TIME

REHIRE STATUS

N/A

By signing this evaluation performance review, I acknowledge that the content was explained to me by my direct supervisor and/or senior manager. My signature does not necessarily constitute my consent with the result of the performance review and I have included my opinions within the above space provided.

Employee Signature

28-Jul-18

Date

DSILVA ROYSTON

Reviewer's Name & Signature

28-Jul-18

Date

NICOLETA SEITAN

Department Head  
Name & Signature

28-Jul-18

Date

LENNY FERLAND

Food /F&B Manager (if applicable)  
Name & Signature

28-Jul-18

Date

Please be advise that each crewmember must receive a copy of the evaluation upon completion of contract