

**Shipboard Performance Appraisal
Crew/Staff**

SANJANI, AMY SYAMSUL ISLAM
Employee Name
CLF
Current Position
Brilliance of the Seas
Ship
17-Aug-17
Sign-on Date

930789
Employee ID
HOUSEKEEPING
Division
Shamon Isaacs
Direct Supervisor Name
1-Apr-18
Date of Review

Rating Scale: Please use the following scale to rate the employee on the competencies listed below. ****Please click on each box for a complete definition of the competency rating****

		5 Exceptional	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
		Competency		Rating	Comments	
Job Skills/Results	Business Acumen			3 Effective	Amy has shown a lot of knowledge when it comes to his work. He shows consistency in performance and does it to the best of his knowledge and ability to provide the guests and crew with the quality service that is required as per company standard.	
	Contributes to Business Performance			4 Highly Effective	Amy knows the importance of controlling the expenses by means of avoiding unnecessary overtime and recycling whatever items that can be reused. Any machine that Amy seen that is broken he usually reports to 1800 and also keep his supervisors in the loop.	
	Cultivates Customer First			3 Effective	Amy understands the Gold Anchor Standards and applies them daily. He possess a very nice friendly smile while addressing the guests with any problem or issues that is brought to his attention and resolve them in a quick and efficient manner asking for help if needed.	
	Acts with Integrity			4 Highly Effective	Amy work ethic is always up to standard, he arrives on time for work and always gives his out most best to keep his area clean as per company standards and whenever he needs to leave his working area he communicates with his supervisor also upon return.	
	Cross Team Collaboration			3 Effective	Amy treats everyone with respect. He is a very good team player who cooperates very well with both supervisors and fellow crew member and he does not hesitate to provide assistance whenever needed consistently having a smile on his face.	
	Demonstrates Passion, Drive and Energy			4 Highly Effective	Amy responds positively to new instructions, situations, methods and procedures. He shares his ideas and opinions and displays an ability to learn and adapt quickly to changing situations. He is a self-motivated individual who always gives of his best especially when doing team events like group operation.	
Overall Rating:				4		

Development Plan	
What does this employee do well?	Amy has done a good job this contract, he shows that he has the ability to complete any task that is given to him with little supervision. Amy can be relied on to do any job and will give feedback when job is finish.
First thing this employee can do to improve?	He needs to pay attentions to detail cleaning when doing the job.
Target Date:	Upon return from vacation
Second thing this employee can do to improve?	He also needs to be a bit more out spoken.
Target Date:	Insert Date Here.

Employee Comments

Required Signatures	
Please sign and date the appropriate section.	
	01/04/2018
Employee**	Date
	4/1/18
Direct Supervisor	Date
	04-04-18
Human Resources Manager	Date

** By signing this performance appraisal, I acknowledge that the results were explained to me by the evaluator. My signature does not necessarily constitute my consent with the result of the evaluation and I reserve the right to comment on this review under separate cover.

