



EVALUATION OF CONTRACTED EMPLOYEE

Evaluation is to be done 1 month prior to Contract end

Employee Name		Contract starts				
Position		Contract ends				
Employee Number (NIP)		Division/Business Unit				
Department		Campus				
EVALUATION DURING YEAR-1 / 2 / 3 / 4 CONTRACT						
<i>Please put the score with range of 1-10 (do not checklist).</i>						
No.	Evaluation Factor	10-9	8-7	6-5	4-3	2-1
1	Job Knowledge and Skills					
2	Job Quality					
3	Job Quantity					
4	Relations and Team Work					
5	Proactive on the Job					
6	Work Attendance					
7	Work Discipline / Compliance					
8	Work Responsibility					
9	Awareness of Cleanliness, Tidiness, Care & Work Safety					
10	Work Interest					
Score Total						
Scoring System :						
Excellent					91 - 100	
Ready for Year-2 / 3 / 4 Contract					81 - 90	
<input type="checkbox"/> Score ≥ 81 recommended to be extended to Year-2 / 3 / 4 contract. <input type="checkbox"/> Score ≤ 80 not recommended to be extended to Year-2 / 3 / 4 contract.						
Evaluated by, Direct Supervisor Name: Position:				Confirmed by, Rector / Vice Rector / Dean / Dir. PGP / Head of Dept. / COO / Dir. Business Unit / Head of Dept. Name: Position:		
Acknowledged by, Human Resource Dept. Name: Position:				Approved by, CEO of LSPR/ Chairman of YPPS Name: Position:		
Remarks :						