Evaluation Form

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| --- | --- | --- | --- | --- |
| **Employee Information:** | | | | |
| Seafarer’s Name: | | | Date of Review: | |
| Department: | | | Vessel Name: | |
| Rank: | | | Date of Evaluation: | |
| Immediate supervisor: | | | Length on board: | |
| **Reason for Evaluation:** | | | | |
| Mid-contract | Master leaving vessel | Seafarer leaving vessel | | Follow-up review |
| Other | Specify: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment of key Performance Requirements:** | | | | |
| The statements below describe “Effective” performance relative to the job/rank of the seafarer. | | | | |
| Assess the seafarer’s performance in comparison to the requirements, by checking the appropriate box. | | Highly Effective | Effective | Improvement Required **\*** |
| 1 | Knowledge of and Ability to do the job   * Always complies with Company rules and procedures * Always carries out duties as instructed * If unsure about an allocated work task, always asks for clarification before starting the job | \_\_ | \_\_ | \_\_ |
| 2 | Safety and Environment   * Always carries out tasks and duties in a safe manner * Advises an Officer whenever he/ she becomes aware of an unsafe working practice / situation * Always complies with Company Drug and Alcohol Policy * Understands and complies with shipboard security procedures * Complies with vessel environmental policies and regulations | \_\_ | \_\_ | \_\_ |
| 3 | Teamwork and Supervisory Skills   * Performs tasks and duties assigned in a positive and willing manner * Contributes to a harmonious onboard work environment * Does not wait to be asked to provide help and support to fellow crew members * Remains calm and level headed when under pressure * Shows good motivation to learn * Accepts additional responsibilities to improve knowledge and skills * Organizes crew members to carry out duties if required | \_\_ | \_\_ | \_\_ |
| 4 | Personal Qualities   * Acts at all times in a professional manner * Shows respect to shipboard colleagues * Takes pride in doing a good job * Maintains a positive outlook | \_\_ | \_\_ | \_\_ |
| 5 | Effective Communication Skills:   * Demonstrates English language level to the appropriate rank * Is effective in communicating ideas to fellow crew * Is effective with written tasks as needed | \_\_ | \_\_ | \_\_ |

\*When Improvement is required, the Appraiser MUST state below where specifically this is required

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| --- |
| **Comments:** |
| Please provide on Seafarer’s overall performance. Highlight key strengths or areas needing improvement. |
| Appraisers Comments: |
| Specific actions or recommendations required for improvement: |
| Seafarer’s Comments and/ or acknowledgement of understanding recommendations provided: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Appraiser’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Seafarer’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name of Captain (if not appraiser)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Captain’s Signature Date

Recommended follow-up review date (if needed). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Upon completing the review: 1) make a copy for the Ship’s records; 2) provide the seafarer with the original; 3) and submit a scanned copy to the following address – [evaluations@tdi-bi.com](mailto:evaluations@tdi-bi.com)

(NOTE – this document is confidential. Please remember to remove any copies from the ship’s computer when you are finished).