

ENGINEER PERFORMANCE APPRAISAL EVALUATION FORM

For IT software engineer performance appraisal evaluation

employee's name: examiner	hold a position assessment cycle	department
Important tasks (full score: 50 points)		
1. Workload (10 points)	A () B () C () D () E ()	
2. Technical difficulty (10 points)	A () B () C () D () E ()	
3. Application of new technology (10 points)	A () B () C () D () E ()	
4. Management responsibility (10 points)	A () B () C () D () E ()	
5. Technical responsibility (10 points)	A () B () C () D () E ()	
Post work (full score: 30 points)		
1. Coding level (5 points)	A () B () C () D () E ()	
2. Document writing level (5 points)	A () B () C () D () E ()	
3. Suggestions and acceptance of suggestions (5 points)	A () B () C () D () E ()	
4. Work summary and development plan (5 points)	A () B () C () D () E ()	
5. Backup source program (5 points)	A () B () C () D () E ()	
6. Technical confidentiality (5 points)	A () B () C () D () E ()	
Work attitude (full score: 20 points)		
Rating: Reason:		
Reviewer's comments:		
Total score:	Examiner's signature: Date: Year Month Day	

Engineer Performance Appraisal Sample

Sabine Zange



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i am writing to you about your maternity leave and pay as we have discussed you are eligible for 52 weeks maternity leave made up of 26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave given your chosen start date of insert date your maternity leave will end on insert date

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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date they can change it later if they want to take less but must give you 8 weeks notice if the employee tells you how long they want off use this to work out their return to work date

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use this letter when you need to communicate with an employee about their return from maternity leave date and any related arrangements or queries that they may have raised with you the template provides drafting options to cover the following scenarios and topics

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