



EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Nguyen Trong Son

Position: Project Engineer

Department: Project Management

Evaluation Period: Jan 2025 – Dec 2025

1. Performance Criteria

Job Knowledge and Skills: Good

Quality of Work: Excellent

Productivity: Good

Teamwork and Communication: Excellent

Compliance with Policies: Excellent

2. Strengths

Strong technical knowledge, proactive in problem solving, good teamwork and communication skills.

3. Areas for Improvement

Improve time management and documentation consistency.

4. Training & Development Plan

Attend advanced project management training and safety refresher training.

5. Overall Rating

Good

Employee Signature: Nguyen Trong Son Date: 26 December 2025

Manager Signature: Doan Duc Anh Date: 26 December 2025