

Staff Appraisal Form

Name:							
Department:							
Designation:							
Evaluation Period:							
Serial No.	Particulars	Unsatisfactory	Needs Improvement	Good	Very Good	Excellent	Additional Comments (if any)
1.	Job Knowledge & Skills						
	Demonstrates an understanding of job duties and responsibilities.						
2.	Possesses the knowledge required to perform the job effectively.						
3.	Quality /Quantity of work & Compliance to deadlines						
	Completes work with minimal errors.						
4.	Demonstrates effective application of technical & non-technical skills as required for completion of the job.						

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5.	Works efficiently under pressure and adheres to deadlines.						
6.	Interpersonal Skills Has the ability to work together with co-workers cooperatively.						
7.	Shows respect, empathy & courtesy with colleagues at workplace.						
8.	Is comfortable in communicating with people at all levels of the hierarchy.						
9.	Planning & Organisation Is capable of effectively dealing with workload systematically.						
10.	He/she has the ability to meet short & quick unplanned requirements/needs or priorities effectively.						
11.	Decision Making Knows the periphery of one's decision making & recognises when a higher authority should be consulted in respect to certain decisions.						
12.	Initiative Is able to work with minimal supervision & is self-driven.						

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13.	Suggests new processes and tries newer learning experiences.						
14.	Safety measure Complies to the rules and regulations of the college & the department.						
15.	Proactive in maintaining all equipment/appliances /machinery of the department properly.						

Response Categories		Evaluative Description
1	Unsatisfactory	Performance does not meet expectations.
2	Needs Improvement	A performance improvement plan is desired.
3	Good	Performance meets requirements and satisfies the expectations of the position.
4	Very Good	Performance consistently meets & often exceeds expectations.
5	Excellent	Performance consistently superior and exceeds expectations.

Range:

Minimum total score: 15

Maximum total score: 75

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Grading based on points:

Excellent	Total score of 50 and above
Good	Total score between 40 and 49
Satisfactory	Total score between 30 and 39
Poor	Total score of 29 and below

(Head of the Department)
