



STAFF PERFORMANCE APPRAISAL FORM (Technical & Non Technical)

NAME :

DESIGNATION :

DEPARTMENT :

NATURE OF WORK & RESPONSIBILITY :

TYPE OF APPRAISAL : ANNUAL / HALF YEARLY:

APPRAISAL PERIOD: FROM TO

Leaves taken during the assessment period	CL	EL	ML	LWP	Others
TOTAL					

This form should be returned to the HR Section by 15th of July, if the form is not received by this date, rating will automatically default to **Achieves Performance Standards**.

INSTRUCTIONS: This part of appraisal form must be completed by the immediate Head of the Department / Section Incharge. If the selected category is “Achieves standards with R as Rating Weightage” the HoD/ Section Incharge must indicate the level of rating L= Below Standard or M= Marginal or P=Proficient or H= Exceeds Standards. (Please tick mark in following whatever applicable)		EXCEEDS STANDARDS	ARCHIEVES STANDARDS		BELOW STANDARDS
		“H”	Proficient “P”	Marginal “M”	“L”
		(R= 5)	(R=4)	(R=3)	(R=0)
A	JOB KNOWLEDGE				
B	QUALITY OF WORK				
C	PRODUCTIVITY				
D	DEPENDABILITY				
E	ATTENDANCE				
F	RELATIONS WITH OTHERS				
G	COMMITMENTS TO SAFETY				
H	ADMINISTRATIVE ABILITY:				
TOTAL (Maximum 40)					

Section I (To be filled by HoD/Section Incharge)

Performance Feed back					
1.	Reliability and Consistency of Performance (Dependability completes work in a timely manner. Meets deadlines)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
2.	Working with Management and Peers (Demonstrates skills and behaviors, which continue to a productive work group. Helps build teams)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:



3.	Performance under Pressure (Maintains consistency of work and quality of Work under some pressures and/or large volumes of work.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
4.	Initiative (Is self-motivated to work effectively with jobappropriate level of supervision)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:

Section II (To be filled by HoD/Section Incharge)

Overall Rating: (Please tick mark appropriate box)	
<input type="checkbox"/>	Exceeds Standards: (Performs all job responsibilities for above key requirements for the job. Displays a high degree of core skills and competences required in the job.)
<input type="checkbox"/>	Proficient: (Performs at job responsibilities and key requirements for the job (exceeds some) Displays a comprehensive degree of key skills, knowledge and abilities required in the job.)
<input type="checkbox"/>	Marginal: (Needs improvement in performing job responsibilities and key competencies. Documented improvement plan and timeline to follow within two weeks of appraisal.)
<input type="checkbox"/>	Below Standards:
HoD/Section Incharge Signature with Name:	
Date:	

Rating Awarded by HoD/ Section Incharge out of "40"	Directors Rating out of "10"	Total out of "50"

To be completed by HR Section of the Institute:		
Overall Rating out of "5" (Where 5=Excellent, 4= Good, 3=Average and 2=Poor)		
Comments of Director:		
Recommendations:	Annual Increment to be released (Tick whichever is applicable)	
	Yes	No
Signature of Director:		