

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

STAFF PERFORMANCE APPRAISAL FORM (Technical & Non Technical)

NAME :

DESIGNATION :

DEPARTMENT :

NATURE OF WORK:

TYPE OF APPRAISAL : ANNUAL / HALF YEARLY:

APPRAISAL PERIOD: FROM TO

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” (R= 5)	Proficient “P” (R=4)	Marginal “M” (R=3)	“L” (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						
	Leaves taken during the assessment period	CL	EL	ML	LWP	Others/ WFH
	TOTAL					

Employee Name:

Department

Year

Sign
HoD/Section Incharge

Detailed Performance Appraisal Form

Employee Name:		Designation:		
Section I				
Key Responsibilities:				
HoD / Section Incharge Comments Regarding Key Responsibilities:				
Section II				
Additional Responsibilities & Results:				
HoD / Section Incharge Rating (Please tick appropriate column)				
EXCEEDS STANDARDS (H):	PROFICIENT (P):	MARGINAL (M):	BELOW STANDARDS (L):	
Section III				
Disappointments:				
(List of his / her disappointments and missed opportunities during the performance year, its impact and what other factors could have led to a more positive outcome HoD / Section Incharge comments.)				
Section IV				
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 job appropriate level of supervision)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:

Employee Name:

Department

Year

Sign
HoD/Section Incharge

5. Job knowledge Demonstrates knowledge of requirements, skills, software and methodology involved in completing a job.	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
6. Adaptability / Flexibility in responding to change (Adapts behavior to accommodate changes in the workplace)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
7. Quality of work (Overall assessment of completeness, freedom from errors etc.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
8. Quantity of work (Overall assessment of volume of work, timeliness, adherence to deadlines, number of activities handled etc.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
9. Planning and Coordination skills (Demonstrates the activity to organize and prioritize workload)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
10. Responsiveness to work assigned (Timely response to information received for completion of work)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
11. Communication Skills (Demonstrates both good written and oral communication skills.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
12. Leadership (Able to inspire others to achieve impact)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
13. Interpersonal Skills Engages in fair and equitable treatment of others. Exercises diversity. Demonstrates listening. Understanding and respect for others.	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
14. Confidentiality and Security Sensitivity (Handles confidential information appropriately)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
15. Attendance and Punctuality (Maintains records in which absenteeism and tardiness are minimized.)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
16. Other (Please specify)	EXCEEDS STANDARDS:	PROFICIENT:	MARGINAL:	BELOW STANDARDS:
Any other Points Worth Mentioning				

Employee Name:

Department

Year

Sign
HoD/Section Incharge

Section V	
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:

Section VI		
Future Plans and Goals as Communicated by Staff:		
HoD / Section Incharge comments on goals, prioritizes if necessary and offers feedback.		
Staff Goals and Action Plan(s) Recommended by HoD/ Section Incharge:		
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"

<i>To be completed by HR Section of the Institute:</i>		
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:		

Employee Name:

Department

Year

Sign
HoD/Section Incharge

Any Other Information Worth for Records

(To be collected from Staff and verified by HoD/Section Incharge)

Employees Signature

HoD/Section Incharge Signature

Employee Name:

Department

Year

Sign
HoD/Section Incharge