

## Performance Appraisal Form

<b>Employee Name:</b>	<b>Institute:</b>	<b>Review Period: 2021-22</b>
<b>Designation:</b>	<b>Department:</b>	<b>Joining Date:</b>

<b>Reviewer Name:</b>	<b>Designation:</b>	<b>Review Date:</b>
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**Performance evaluations are intended to measure the extent to which the employee’s performance meets the requirements of a particular position and to establish goals for the future, strengthen the relationship between the management and the employee, open up channels of communication, appraise past performance, recognize good performance, identify areas that might require improvement.**

**Self-Evaluation:**

1. What was one thing you have achieved at work in the last year? What contributed to this?

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2. What has been the most challenging aspect of your “Work from Home” over this past year?

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3. What do you like the most and the least about your Job role / responsibilities?

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4. What is your biggest motivation for the work to perform better in your role? Define your strengths?

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5. What training, assistance, tools, or resources could help you be more effective in your position?

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6. Have your career aspirations / development goals changed because of the Pandemic? Specify how?

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7. What things will you focus on to achieve your professional goals for the coming year?

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



<b>Employee Name</b>	<b>Department</b>	<b>Designation</b>	<b>Performance Review</b>
			<b>Period: 2021- 22</b>

<b>Reviewer Evaluation</b>	<b>Level of Competency</b>			
<b>Please Grade Employee:</b>	<b>Good</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>Category &gt; 1. Basic Job Requirements</b>				
A. Adequate job knowledge to complete assigned tasks				
B. Consistently accurate and efficient in job responsibilities				
C. Complete assignment faster while maintaining quality				
D. Take on additional responsibilities proactively				
E. Set objectives & goals and establish work priorities				
<b>2. Job Specific Attributes</b>				
A. Show willingness to provide good services to the Students				
B. Strive for excellence through study and self-development				
C. Rectify mistakes and accept constructive criticism positively				
D. Demonstrate commitment to Institutional effectiveness				
E. Integration of Technology and adaptability				
<b>3. Interpersonal Skills / Organizational Competencies</b>				
A. Communicate well (written & verbal) and listen effectively				
B. Demonstrate an excellent attitude to Faculty and Staff				
C. Exhibit honesty, integrity and high ethical standards				
D. Project professional image (dress code) at workplace				
E. Is regular in attendance and being on time for work				
<b>4. Technical Skills / Knowledge ( only for Lab. Staff )</b>				
A. Ability to maintain/repair equipment & setup Lab. experiment				
B. Show expertise to deal with Hardware and Technical issues				

<b>Overall Comments of Reviewer:</b>
<b>Please specify areas of improvement if any / Employee goals and objectives for this year:</b>

**Reviewer Signature:** \_\_\_\_\_

**HR Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Assessed by Principal:</b>
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**Signature and Date:**

