Performance Appraisal Form

Performance appraisal form

**I/ RATING SCALES OF PERFORMANCE APPRAISAL FORM:**

We can use scales as follows for thisperformance appraisal form.

1. Unsatisfactory: Major improvements needed.
2. Needs Improvement: Less than Satisfactory, could be doing better.
3. Meets Expectations: Performing duties as directed with minimal Supervision.
4. Excellent: Performing all duties in a cost-effective manner with positive, measurable results.
5. Outstanding: Performing at a level above and beyond the duties of the current position’s requirements.

**II/ CONTENTS OF PERFORMANCE APPRAISAL FORM:**

**1. Quality of work**

• Consider accuracy, thoroughness, effectiveness.
• Pressure, ability to meet standards of quality.
• Use of time and volume of work accomplished.
• Work output matches the expectations established.

#### 2. Quantity of work

• Competence, thoroughness, and efficiency of work regardless of volume.
• Neatness and accuracy.

#### 3. Teamwork:

• Establish and maintain effective working relationship with others.
• Shares information and resources with others
• Follows instructions of supervisor and respond to requests from others in the team in a helpful manner.
• Contributing work and effort to group performance to meet agreed upon objectives and achieve team success

#### 4. Job knowledge

• Application of appropriate level of technical and procedural knowledge in specific field
• Degree of technical competence
• Understanding of job procedures, methods, facts and information related to assignments.
• Perform duties with minimal supervision but seek guidance where and when appropriate to the job, consults the appropriate staff

#### 5. Initiative

• Consider the extent to which the employee sets own constructive work practice and recommends and creates own procedures.
• Self-starter, develop and implement new methods, procedures, solutions, concepts, designs and/or applications of existing designs or procedures.
• Accepts additional challenges and responsibilities and willingly assist others, self-reliant.
• Completes assignment on time.

#### 6. Interpersonal relations

• Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, faculty, students and others.

#### 7. Health and safety compliance

• The degree to which he or she complies with or over sees the compliance with universitysafety rules.
• The following are also to be completed for supervisory personnel and members of the administrative staff.

#### 8. Communications abilities

Performance appraisal of communications include elements as:

• Ability to listen and understand information;
• Presents information in a clear and concise manner.
• Knows appropriate way of communicating with immediate superiors and the management
• Demonstrates respect for all individuals in all forms of communication
• Regardless of their background or culture;

#### 9. Planning and organizing :

• Adapting to changes and using resources effectively;
• Maintains confidentiality as appropriate.
• Setting objectives, establishing priorities, developing plans ;
• Arranging work schedules and prioritizing work to meet deadlines.
• Know when to ask for clarification before proceeding on a work project.

#### 10. Problem analysis and decision making

• Anticipating problems and facilitate problem resolution.
• Willingness to make necessary and immediate decisions given incomplete information.
• Understanding practical and workable solutions.
• Recognizing when a decision is necessary, asking for input, making decisions and providing information and feedback in a timely manner.

#### 11. Staff development

• The extent to which the individual provides guidance and opportunities to his or her staff for their development and advancement in the university.

#### 12. Dependability

Performance appraisal of dependability include elements as:

• Starts work at appropriate time.
• Respects time allowed for breaks and lunch.
• Follows policies for requesting and reporting time off.
• Helps ensure work duties are covered when absent.
• Consider the extent to which the employee completes assignments on time and carries out instructions.
• Employee’s presence can be relied upon for planning purposes.
• Attendance and punctuality meets supervisor’s requirements.