

SELF APPRAISAL FORM FOR THE WORK DONE IN 2017-2018

NAME:
DESIGNATION:
DATE OF JOINING
LOCATION:
DATE OF COMPLETION OF CONTRACT:
REPORTING OFFICER:

1. Self appraisal by employee

Key Deliverables as per TOR	Achievement/Deliverable

2. Any training received from state to further enhance your capacities that has helped you in current deliverables.

Signature of the Appraise _____

Evaluation Table for Performance Appraisal				
S.no	Evaluation criteria		Marks	Marks Given
1			100	
	<i>As per ToR (Job Roles & Responsibilities) and work done during the year</i>		50	
2	WORKOUTPUT (EFFICIENCY/DEDICATION)			
	Correctness of work done & Ability to deliver on time		20	
	Quantity & efficiency of work produced in a specified time			
	Quality of written & oral communication			
	Eagerness to take additional/higher level responsibilities			
3	TIMELINESS/ATTENDANCE			
	Punctuality		20	
4	BEHAVIOUR			
	Liaison With Senior Officer's ,Getting work done from subordinated Inspiring confidence in His/ Her Team, Developing Subordinates, Relationship with peers, superiors & Subordinates		10	
	Coordination/ Convergence with other department, Sensitive team player, Willing to seek as well as give support, Display consideration and respect for others, Exhibition of commitment to group goals, Willingness to share Know ledge, Experience, Resources.			
	Total Marks		100	
Excellent	Very Good	Good	Average	Unsatisfactory
75% and above	Above 60% and less than 75%	Above 50% to 60%	Above 40% to 50%	40% and Below
One Year	One year	One Year	Three Months	No Renewal

NOTE: - No renewal of contract will be done if Performance of the Employee is found Unsatisfactory.