

BLDE ASSOCIATION, VIJAYAPUR

YEARLY PERFORMANCE EVALUATION OF OFFICE STAFF

Academic Year: _____

Name of staff member: _____

Name of the College: _____

Department: _____, Biometric ID No. _____

Current Designation: _____, Total Experience: _____

Academic Qualifications (SSLC onwards):

Examination	Name of the Board/University	Year of passing	% of marks obtained	Division/Class/Grade
SSLC				
PUC				
UG				
PG				
Any other				

PART-I: Evaluation by Principal

Sl. No	Key performance indicators	Points		Remarks of Principal
		Maximum	Secured	
1.	Knowledge: Knowledge of specific job requirements, knowledge of appropriate methods, practices and procedures.	05		
2	Organization: Priorities, plans and executing duties in a logical and systematic manner.	05		
3	Cooperation: Willingness to work with others towards a common objective, working as a team member.	05		
4	Interpersonal skills: Dealing effectively with others, in a variety of situations, showing sensitivity, diplomacy and respect.	05		
5	Initiative: Takes action and resolves problems within the limits of the job duties and responsibilities.	05		
6	Quality of work: Executing duties effectively with high degree of	05		

	accuracy.			
7	Decisions: Consistent, pertinent and logical decisions.	05		
8	Attendance: Regularity in attending work and respecting work schedule.	05		
9	Supervisory ability: Providing direction, support and coaching to employees, as required in achieving the goals.	05		
	Total points	45		

PART-II: Skill Up- gradation

Sl. No	Key performance indicators	Points		Encl. No.
		Maximum	Secured	
1.	Communication skills*: Use of language effectively in oral expression and in written work (as required), communication in a courteous and professional manner <ul style="list-style-type: none"> Attend at least two Seminar/Workshop of above objectives 	10		
	Skills up gradation training*: Up-gradation of skills according to need of the hour through training/workshops. <ul style="list-style-type: none"> Attend at least one training program not less than one week. 	15		

PART-II: Department examination

Sl. No	Key performance indicators	Points		Encl. No.
		Maximum	Secured	
1.	Department Examination: Department Examination will be conducted annually for all non-teaching staff members above and equaling pay scale of SDC. <ul style="list-style-type: none"> Examination will be conducted on 2nd Saturday of April every year. Examination will include test for General Knowledge and letter writing skills 	30		

** Please enclose relevant documents.*

Grand total: Part I+II+III = 100 points

	Part-I (45)	Part-II (25)	Part-III (30)	TOTAL
Self Score				
Evaluators Score				

Total points scored:

Scale:

Scale Bar for Performance Evaluation

To evaluate the performance of staff members, the quantitative and qualitative measures will be taken into consideration. The scale of 1-5 will be used for the performance measurement as follows.

1: Poor, 2: Average, 3: Above-Average, 4: Good, and 5: Excellent.

Table: Scale bar for performance evaluation

Scale	Description	Non-teaching staff points
1	Poor	Below 60
2	Average	61-80
3	Above-Average	81-90
4	Good	91- 95
5	Excellent	96 -100

Actions may be initiated for those who fall under poor and sub-average category.

Staff Signature

HOD/OS Signature

Principal