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POORNIMA GROUP

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PERFORMANCE APPRAISAL FORMAT FOR OFFICER/ADMINISTRATIVE STAFF
(FOR ODD SEMESTER 2019-20)

Name: _____ Designation: _____ Emp. ID: _____

Department: _____ Institute : _____

Self-Appraisal to be done by Officer / Admin Staff

S. No.	Details of your scope of work, responsibilities being carried out and significant contributions	Approx Engagement in hrs / week	Use of computers (Full / Partial / NIL)
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Officer / Administrative Staff with date

Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Intelligence	Extraordinarily proficient & resourceful & understands new & difficult matters <input type="checkbox"/>	Quite able to handle new & difficult matters <input type="checkbox"/>	Normally under stands a new situation after proper explanations & handles it if given all directions <input type="checkbox"/>	Proficiency & resourcefulness & understands only general matters <input type="checkbox"/>
Discipline	Exemplary conduct <input type="checkbox"/>	Observes the code of conduct <input type="checkbox"/>	Tries to follow the general code of conduct <input type="checkbox"/>	Indifferent to general code of conduct. <input type="checkbox"/>
Responsibility & Dependability Conscientiousness towards duty	Very conscientious & dependable in the performance of his/her job. Always ready to take responsibility <input type="checkbox"/>	Conscientious & steady worker. Has a good record of dependability <input type="checkbox"/>	Carries out his responsibility in a routine manner <input type="checkbox"/>	Often fails to perform his/her duty shirks responsibility <input type="checkbox"/>
Interest in the Assignment Interest & the capacity to see that the work is done	Has initiative & takes keen interest <input type="checkbox"/>	Takes adequate interest <input type="checkbox"/>	Does his / her work in a routine way <input type="checkbox"/>	Indifferent in the discharge of his / her duties <input type="checkbox"/>
Work Load	Consistently exceeds requirements <input type="checkbox"/>	Frequently exceeds requirements <input type="checkbox"/>	Meets requirements <input type="checkbox"/>	Consistently below requirements <input type="checkbox"/>



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Assessment by Reporting Officer (Tick in the most appropriate box)

Factors	A (10-9)	B (8-7-6)	C (5-4-3)	D (2-1)
Maintenance of Registers & Records. Ability in maintaining register & records keeping	Very neat & meticulous in the maintenance of registers & records <input type="checkbox"/>	Keeps registers & records clean & up to-date <input type="checkbox"/>	Tries to maintain registers & records in a routine manner <input type="checkbox"/>	Does not maintain registers & records properly <input type="checkbox"/>
Adoption of Poornima Policies	Fully adopted to the system <input type="checkbox"/>	Mostly adopted to the system <input type="checkbox"/>	Partial adoption of the system, scope of improvement <input type="checkbox"/>	Not at all adopted to the system <input type="checkbox"/>
Punctuality & Promptness Exactness in keeping tune in attending office, keeping appointments, discharge of official duties & observance of time as per policies; standing orders	Exceptionally punctual & prompt <input type="checkbox"/>	Always punctual & prompt <input type="checkbox"/>	Usually punctual & prompt <input type="checkbox"/>	Not punctual & prompt <input type="checkbox"/>
Job Knowledge Technical & general knowledge about the job he / she is doing	Has an unusually & thorough mastery of the field of work. Strives to expand his / her frontier of knowledge <input type="checkbox"/>	Knows his / her job thoroughly <input type="checkbox"/>	Possess just adequate knowledge required for the job <input type="checkbox"/>	Knowledge is inadequate. Has not yet gained competence <input type="checkbox"/>
Noting, Drafting & Correspondence Ability to prepare notes, drafts & handle correspondence with special reference to Accuracy, Thoroughness, Power of analysis & Power of expression	Very precise in noting & drafting. Very prompt & accurate at correspondence. His / her drafts need no editing <input type="checkbox"/>	Precise in noting & drafting. Good at correspondence. His / her drafts seldom require editing <input type="checkbox"/>	Ordinary at noting & drafting. The drafts need editing. Tries to handle correspondence in time if properly supervised <input type="checkbox"/>	Poor in noting & drafting. Careless in handling Correspondence <input type="checkbox"/>

Overall Assessment by Reporting Officer (Range: 10 - 1, 10 being the highest)

Compulsory comments by reporting officer for Officer / Admin Staff for getting Excellent (10-9) & Poor (2-1)

Signature of Reporting Officer

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

- I agree / I do not agree with assessment of Reporting Officer
- Reason for disagreement (if applicable) & overall assessment, Recommended steps for improvement for Officer / Admin Staff

Signature of Reviewing Officer