



Mundeshwari College For Teacher Education ,Patna

Sarari-Usri Road, Khagaul ,801105

Non-Teaching Staff Performance Appraisal Form

Employee Name : <u>Sushri Savita</u>	Position : <u>Stock In-charge</u>	
Evaluation Period		
Rating scale		
1. Needs Improvement - Performance rarely meets the expectations.		
2. Good - Performance meets the expectations of the positions		
3. Very Good - Performance consistently meets and often exceeds.		
4. Excellent - Performance consistently superior.		
Particulars		
Professional Competence	Rating	Comments
Knowledge of rules, regulations duties and responsibilities.	3	
Possesses the knowledge required to perform the job effectively.		
Quality of Work	3	
Complete work with minimal errors		
Effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources, technology to achieve quality outcomes.	3	
Interpersonal Skills		
Ability to work effectively with people at all levels (shows respect , sensitively ,courtesy and flexibility).	3	
Communications with people at all levels.		
Planning & organization	3	
Ability to organize the the workload effectively.		
Always meets the deadlines.		
Ability to meet short and quick unplanned requirements/needs or priorities effectively.	4	
Decision Making		
Higher authority should be consulted for taking valuable decisions.	3	
Initiative		
Ability to work with minimal supervision.		
Suggests new processes and tries new learning experiences.	4	
Shares and accept the new ideas.		
Safety measure	4	
Follows all rules, practices and procedures as required for the job		
Uses and maintain all equipments/appliances/machinery properly	4	
Team work		
Offers assistance to others.	3	
Overall performance		
Suggestions (If any)		

Sushri Singh
Principal's Signature 28/12/2022

Principal
Mundeshwari College for Teacher Education
Sarari Patna-801105