

Performance Appraisal for the Non-Teaching Staff
Period 1st January 2021 to 31st December 2021

Name of the staff						Date of Birth
Educational Qualification		Designation				Date of Joining CHMES
Unit Number and Name						Date in current position
Sr. No.	Evaluation Criteria	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Honesty					
2	Loyalty with unit & CHMES					
3	Commitment to work					
4	Discipline at work place					
5	Character					
6	Dependability					
7	Involvement in unit activities					
8	Punctuality					
9	Initiative					
10	Sincerity					
11	Attitude					
12	Dedication					
13	Commitment					
14	Ownership					
15	Job Knowledge & Proficiency					
16	Accuracy of work					
17	Job related skills & acquisition of supporting/additional skills					
18	Communication & Coordination with parents, students, Colleagues & Other staff					
a)	Count	0	0	0	0	0
b)	Rating Score	5	4	3	2	1
c)	Score (a X b)	0	0	0	0	0
d)	Total Score			0		
e)	Maximum Possible Score			90		
f)	% Score (Convert to Percentage)			0%		
1) Signature Non-Teaching Staff Name of the Non-Teaching Staff Date:-		2) Signature Unit Head Name of the Unit Head Date:-				
3) Signature Unit Chairman Name of the Unit Chairman Date:-						

