BLDE ASSOCIATION, VIJAYAPUR

YEARLY PERFORMANCE EVALUATION OF NON-TEACHING STAFF

Academic Year:

Name of staff member:

Department:

Name of the College:

Current Designation:

Academic Qualifications (SSLC onwards):

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

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.	10		
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	**Communication skills:** Use of language effectively in oral expression and in written work (as required), communication in a courteous and professional manner	10		
5	**Interpersonal skills:** Dealing effectively with others, in a variety of situations, showing sensitivity, diplomacy and respect.	05		

6	**Initiative:** Takes action and resolves problems within the limits of the job duties and responsibilities.	10		
7	**Quality of work:** Executing duties effectively with high degree of accuracy.	20		
8	**Decisions:** Consistent, pertinent and logical decisions.	10		
9	**Attendance:** Regularity in attending work and respecting work schedule.	05		
10	**Supervisory ability:** Providing direction, support and coaching to employees, as required in achieving the goals.	10		
11	**Skills up gradation training:** Up-gradation of skills according to need of the hour through training/workshops.	10		
	Total points	100		

* *Please enclose relevant documents.*

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: Sub-Average, 3: Average, 4: Above-Average, and 5: Excellent.

Table: Scale bar for performance evaluation

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

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