



## NON TEACHING STAFF APPRAISAL FORM

STAFF NAME- *Reena. Devi*  
DEPARTMENT- *CONS. P. GT*  
DESIGNATION- *Sweeper*

I. Please Tick the appropriate box of your response:

		Satisfactory	Non-satisfactory
1	Job knowledge:	✓	
2	Quality of work:	✓	
3	Productivity		✓
4	Dependability( responsibility)		✓
5	Punctuality		✓
6	Departmental working abilities	✓	
7	Discipline		✓
8	Reliability		✓
9	Co-operation with superior/subordinates/colleague/students/public		✓
Total			

Final score ...*03*.../ 09

<p><input type="checkbox"/> <b>SATISFACTORY</b></p> <p><i>Employee satisfies all essential job requirements; may exceed expectations periodically.</i></p>	<p><input type="checkbox"/> <b>UNSATISFACTORY</b></p> <p><i>Employee is unable or unwilling to perform required duties according to college standards; immediate improvement must be demonstrated</i></p>
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<p><input type="checkbox"/> <b>Score 6-9 MEETS EXPECTATIONS</b></p> <p><i>Employee meets job requirements. Demonstrates likelihood of eventually exceeding expectations</i></p>	<p><input checked="" type="checkbox"/> <b>Score 0-5 NEEDS IMPROVEMENT</b></p> <p><i>Employee consistently performs below required level of standards/expectations. Re-Training or other action is necessary to correct performance</i></p>
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*Reena*  
 Employee Signature:  
 Date: 18/12/23

*[Signature]*  
 Head of Department/ Supervisor