Rural Development Centre Nepal

Laukaha, Rautahat

Staff Performance Appraisal Form

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| **Staff Name** | **Department** | **Position** | **Supervisor** | **Year** | **Final Score** |
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| **Outstanding : 5 points – Performance is exceptional and far exceeds expectations.**  **Very Good : 4 points – Performance is consistent and exceeds expectations.**  **Good : 3 points – Performance is consistent. Clearly meets job requirements.**  **Needs Improvement : 2 points – Performance is inconsistent. Meets minimum requirements of the job occasionally.**  **Unsatisfactory : 1 point – Don’t meets requirements of the job.** |

**SHOULD fill at the beginning of year/job**

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| --- | --- | --- | --- | --- | --- | --- |
| **Objectives** | | | | | **Score** | |
| 1. **Objective** | **Weightage** Out of 100 |  | | **Activities** | **Employee** | **Supervisor** |
|  | | | |  |  |  |
| **Employee’s Comments** | | | | **Supervisor’s Comments** |
|  | | | |  |
| 1. **Objective** | **Weightage** Out of 100 |  | | **Activities** | **Employee** | **Supervisor** |
|  | | | |  |  |  |
| **Employee Comments** | | | | **Supervisor Comments** |
|  | | | |  |
| **3. Objective** | **Weightage** Out of 100 |  | | **Activities** | **Employee** | **Supervisor** |
|  | | | |  |  |  |
| **Employee Comments** | | | | **Supervisor Comments** |
|  | | | |  |
| **4. Objective** | **Weightage** Out of 100 | |  | **Activities** | **Employee** | **Supervisor** |
|  | | | |  |  |  |
| **Employee Comments** | | | | **Supervisor Comments** |
|  | | | |  |
| **5. Objective** | **Weightage** Out of 100 |  | | **Activities** | **Employee** | **Supervisor** |
|  | | | |  |  |  |
| **Employee Comments** | | | | **Supervisor Comments** |
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**Evaluation at the end of year/project**

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| **Area** | **Functions** | **Employee** | **Supervisor** |
| **Coordination** | 1. Follows instructions to the satisfaction of supervisor |  |  |
| 1. Develop good relations with internal and external stakeholders |  |  |
| **Teamwork** | 1. Able and willing to work effectively with others in a team |  |  |
| **Communication Skills** | 1. Communicates effectively to share information and/or skills with colleagues |  |  |
| **Cost Consciousness** | 1. Practice/Behavi**ors** that save organization resources and minimize wastage (e.g. laptop, printer, paper, stationeries, utilities etc.) |  |  |
| **Technical Skills/ Job Knowledge/** | 1. Possesses knowledge of work procedures and requirements of the job |  |  |
| 1. Shows technical competence/skill in the area of specialization |  |  |
| **Work Attitude** | 1. Committed to work |  |  |
| 1. Plans and organizes work |  |  |
| 1. Proactiveness and initiative |  |  |
| 1. Effectively handle urgent works |  |  |
| 1. Shows learning attitude |  |  |
| **Quality of Work** | 1. Accuracy in work |  |  |
| 1. Timeliness on work/reports (e.g. weekly, event, monthly, quarterly, annual, case studies etc.) |  |  |
| 1. Is able to handle assigned works |  |  |
| **Safety** | 1. Ensures careful work habits that comply with safety requirements |  |  |
| 1. Seeks to continuously improve processes and work methods |  |  |
| **Problem Solving** | 1. Helps to resolve work-related matters/issues with colleagues. |  |  |
| 1. Handles problem/emergency situations effectively. |  |  |
| **Supervision/ Motivation of Staff** | 1. Is a positive role model for other staff |  |  |
| 1. Effectively supervises work of subordinates |  |  |
| **Attendance/ Punctuality** | 1. Has good attendance |  |  |
| 1. Is punctual |  |  |
| **Dependability/ Responsibility** | 1. Is able to work with limited supervision |  |  |
| 1. Is trustworthy, responsible and reliable |  |  |

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| **Development/improvement Plan** | **Employee Comments** | **Supervisor Comment** | **Due Date** |
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| --- | --- | --- |
| **Overall Performance Evaluation Note** | **Employee Comments** | **Supervisor Comment** |
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| **Signature** | **Employee** | **Supervisor** |
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| **Management Decision** |  |