



**NON-TEACHING STAFF SELF APPRAISAL FORM**  
**SESSION-**

**Dear Staff Members,**

As a part of quality up gradation of the institution, this form has been designed for performance appraisal.

Kindly fill in the following questionnaire based on the scales given.

A score of one is low and score of five is high. NA — Not Applicable

| S.NO. | STATEMENT   | 1 | 2 | 3 | 4 | 5 | NA |
|-------|---|---|---|---|---|---|----|
| 1     | I am helpful to the teachers whenever they approach me for help.  |   |   |   |   |   |    |
| 2     | I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution). |   |   |   |   |   |    |
| 3     | I develop a good rapport with the public especially during admission process.                                     |   |   |   |   |   |    |
| 4     | I respond quickly to the needs of the student, faculty and institution.   |   |   |   |   |   |    |
| 5     | I carry out the tasks/ areas of management assigned to me in a responsible manner.                                |   |   |   |   |   |    |
| 6     | My absence does not affect the system in the institution.   |   |   |   |   |   |    |
| 7     | I always give proper information to my HOD during leave (planned & unplanned).                                    |   |   |   |   |   |    |
| 8     | I voluntarily help my colleagues when they are burdened with work.  |   |   |   |   |   |    |
| 9     | I complete the work for the day on time.  |   |   |   |   |   |    |
| 10    | If needed I extend my work timings to complete the task assigned.   |   |   |   |   |   |    |
| 11    | I positively respond to any instruction, guidance, correction and discipline by my superiors.                     |   |   |   |   |   |    |
| 12    | I can immediately locate the files (for which I am responsible) when asked for data.                              |   |   |   |   |   |    |
| 13    | I report on time to work.   |   |   |   |   |   |    |



## **RATING SCALE**

**1-Poor/ Unsatisfactory** — Performance does not meet expectations.

Performance improvement Plan required.

**2-Satisfactory** - Performance meets the expectations

**3- Good** - Performance meets requirements and satisfies the expectations of the position

**4- Excellent** - Performance consistently superior and exceeds expectations

**5- Outstanding** - Any Outstanding Contribution made by the Employee

**Supervisor's Signature:**

**Employee's Signature:**

**Date**

**PRINCIPAL**