

Performance Appraisal Form

Applicable for all University Officers in the University except specialized categories

Performance Appraisal Report for the period from _____ to _____

Section I - Basic Information

1. Name of the :
Officer reported
upon
2. Department/ Unit :
3. Date of Birth :
4. Present Post :
5. Date of entry in :
the KAU Service
6. Date of :
Appointment to
the Present Post
7. Date of entry in :
the present post
8. Pay and Scale of :
Pay
9. Date from which :
functioning in the
present grade
continuously
10. List of subjects :
dealt with
according to the
office order
distributing work
11. Educational and :
other
Qualifications

Sl. No.	General	Department	Special	Other Skills, if any
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12. Experience

Sl. No.	Department	* Category of work	Period	
			From	To

* Category of work may be any of the following items of the work:

Establishment, Accounts, Cash, Stores, Records, Planning, Office Section and miscellaneous

13. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period
Reporting Authority		
Reviewing Authority		
Accepting Authority		

14. Period of absence on leave, etc

	Period	Type	Remarks
On Leave (Specify type)			
Others (Specify)			

15. Training Programs attended

Sl. No.	Date from	Date to	Institute	Subject

16. Awards/ Honours /Good Service Entry

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17. Date of filing Property Statement:

Section II- Self Appraisal

1. Brief description of duties : (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)
2. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs) If so, please give description (within 100 words):
3. What are the factors that hindered your performance?
4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs :

For the current assignment:

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For your future career

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Please Note:

You should send an updated CV, including additional qualifications acquired/training programs attended/ publications/special assignments undertaken.

Date:

Signature of officer reported upon

Section III- Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please explain.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his/her work? If yes, please explain.

4. Do you agree with the skill up-gradation needs as suggested by the officer?

5. Assessment of competency and performance (on a scale of 1-10).
(This assessment should rate the officer viz her/his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the highest grade. Bench mark score will be 5).

Sl No.	Competency	Reporting Authority	Reviewing Authority	Accepting Authority
1.	People First			
2.	Strategic Direction			
3.	Empathy			
4.	Problem solving			
5.	Ability to face challenges			
6.	Team work			
7.	Leadership			
8.	Communication skill			
9.	Decision making			

10.	Analytical Thinking			
11.	Management of Time & resources			
12.	Ability to work under pressure			
13.	Exercising Delegation			
14.	Goal setting			
15.	Ability of planning			
16.	Staff motivation			
17.	Leading by example			
18.	Ensuring meeting of deadlines			
19.	Coaching			
20.	Application of mind with regard to public interest while taking decision			
	Overall Grading (Average)			

Note: Competencies mentioned above have the same meaning as in the competency Framework

6. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and her/ his attitude.

* Overall grade (on a score of 1-10): _____

* Whether the Officer reported upon needs training to improve his competency and performance?
Specify :

* Punishment awarded to the Officer, if any:

7. Integrity: Please comment on the integrity of the officer

Date:

Signature of Reporting Authority

Section IV- Review

1. Do you agree with the remarks of the reporting authorities?

Yes	No
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2. Observations/ Pen Picture by the Reviewing Authority

3. Overall grade on a scale of 1-10: _____

Date:

Signature of Reviewing Authority

Section V-Accept

1. Do you agree with the remarks of the reporting/ reviewing authorities?

Yes	No
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2. Observations/ Pen Picture by the Accepting Authority:

3. Overall grade (on a score of 1-10): _____

Date:

Signature of Accepting Authority

General guidelines for filling up the PAR form

1. The performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer to her/his true potential. It is not meant to be a fault finding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitude or overall personality of the officer reported upon.

3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual/superficial manner will be easily discernible to the higher authorities.

4. Documentation of performance appraisal is a year-end exercise. It is a tool for human resource development, career planning and training. Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

5. Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest. The performance of the officer shall be assessed on the basis of the Overall Grade in the PAR.

The overall grading shall be assessed as follows:

Overall Grade	Meaning
1,2	Poor
3,4	Below Average
5	Average (Bench Mark Score)
6,7,8	Good
9,10	Outstanding

6. Numerical Grades: At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. 5 denotes the Benchmark Score. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of her/his peers that may be currently working under them or would have worked under them in the past.

7. Disclosure: There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon, in writing, after it has been finalized by the accepting authority.

8. Representation: The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, the competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in

case an entry is upgraded or downgraded, with reasons for same may be recorded in the PAR and the same communicated, in writing, to the officer reported upon. The decision of the Referral Board shall be final.