

VIKLANG SAHARA SAMITI DELHI

NAME OF THE PROJECT –

Supported by :-

PERFORMANCE SELF APPRAISAL EXERCISE FY-2020-

SECTION I

A.ABOUT MYSELF:-

1. My job skills are E G F A P
2. My training is Adequate/Inadequate/Need extra inputs
3. My experience in this field is ----- years /months.
4. My special or unique qualification is _____
5. My past job performance is E G F A P

B.ABOUT MY WORK:-

1. Do I keep all my papers / document in proper order Always / Often / Never
2. My department equipment / books in order Always / Often / Never
3. Do I submit my weekly reports on time Always / Often / Never
4. Do I plan my work in advance Always / Often / Never
5. My plans of action are Always / Often / Never

C. HOW I PLAN:-

1. Do I keep a log book Always / Often / Never
2. Do I list my daily work in my log book Always / Often / Never

D.MY LEAVES:-

- Do I apply for CL/EL in advance Always / Often / Never

E.MY ACCOUNT KEEPING:-

1. Do I settle the account on time Yes / No
2. Do I verify and balance the office accounts Yes / No
3. Am I aware of the budgetary provisions of my Dept. Yes / No

F. ABOUT MY PURCHASE ACTIVITY:-

1. Do I submit my purchase list in time to the Purchase section
2. Do the suppliers complain about the payment of Bill in time.

Yes / No

Yes / No

INTER DEPT. CO-ORDINATION:-

1. Do I work in co-ordination with my colleagues.
2. Am I aware of the work being done in the other Depts.

Always / often / Never

Always / often / Never

SELF APPRAISAL

SECTION 2

A.

1. My attitude towards the work is
2. My attitude towards the institution is
3. My ability to understand others is
4. My co-operation is
5. My emotional stability is
6. Am I attentive to others when they talk
7. Do I recognize positive performance
8. Of my team mates
9. Am I friendly

Positive / Negative / Neutral

Positive / Negative / Neutral

G F P

G F P

G F P

Yes / No

Yes / No

Yes / No

Yes / No

B.

1. My verbal communication ability is
2. My written communication ability is
3. My ability to planning is
4. My ability to organize is
5. My ability to direct the team is
6. My team spirit is

E G F A

E G F A

E G F A

E G F A

E G F A

E G F A

C.

1-Do people come to me with their

Problems for my consideration and advise.

Yes / No

2. Do I attend professional meetings

Always / Often / Never

3. Do I read professional literature

Always / Often / Never

D.

1. My dependability is

G F P

2. Am I disciplined

G F P

3. Am I industrious

G F P

4 I am

never absent/ rarely absent/
frequently absent

1. My involvement in groups are

E G F

2. Am I target oriented

Yes / No

3. Am I tactful in my dealings

Yes / No

4. My speed in the work is

Fast / slow / as per required

5. The quality of my work is

Good / Average / Poor

Name of the staff.....

Designation

VIKLANG SAHARA SAMITI DELHI

NAME OF THE PROJECT –

APPRAISAL FORM 3

Name:

Dept:

Designation:

Date of Joining:

1.	Job skills	1	2	3	4	5
2.	Self initiative	1	2	3	4	5
3.	Leadership	1	2	3	4	5
4.	Loyalty to the organization	1	2	3	4	5
5.	Confidence	1	2	3	4	5
6.	Discipline	1	2	3	4	5
7.	Reporting skills	1	2	3	4	5
8.	Team spirit	1	2	3	4	5
9.	Job knowledge	1	2	3	4	5
10.	Willingness to work	1	2	3	4	5
11.	Delegation of work	1	2	3	4	5
12.	Communication skills	1	2	3	4	5
13.	Dependability	1	2	3	4	5
14.	Subject knowledge	1	2	3	4	5
15.	Prioritization of work	1	2	3	4	5
16.	Job performance	1	2	3	4	5
17.	Time management	1	2	3	4	5

5: Excellent

4: Good

3: Fair

2: Average

1: Poor

Signature of Appraiser

Date: