

EDR 20 PERFORMANCE APPRAISAL REPORT-SUPPORT STAFF RULE 87 (4) S. I.87 of 2012

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Name		Title of Post					
School		Salary Per Annum					
Employment Date		Increment Date					
Appraisal Period		From	To				
Performance Ratings: An average of 2.5 and above entitles the staff member to an increment.							
Outstanding 5	Above Average 4	Average 3	Below Average 2	Poor 1			
Performance Indicators			Ratings				
1. Productivity completes work quickly, efficiently and on schedule			1	2	3	4	5
2. Job attitude & Professionalism comports himself well; presents appropriate dress & appearance			1	2	3	4	5
3. Quality Of Work work is thorough, accurate and precise; work station is well kept and organized			1	2	3	4	5
4. Dependability carries out responsibilities without being checked on; completes tasks in a timely manner			1	2	3	4	5
5. Job Knowledge versed on all aspects of the job			1	2	3	4	5
6. Initiative self-starter; acts on his own			1	2	3	4	5
7. Public Relation & Cooperation usually pleasant with others; constructive & helpful			1	2	3	4	5
8. Communication Skills utilizes appropriate channels of communications			1	2	3	4	5
9. Attendance & Punctuality maintains regular attendance; punctual and begins work immediately			1	2	3	4	5
10. Reliability Under Pressure capable of dealing with crises and emergencies without losing balance			1	2	3	4	5
Total Score is:							
This appraisal was discussed with me.		Signature of Staff Member:		Date:			
The staff member’s attention has been drawn to his areas of strengths and weaknesses.		Signature of Principal:		Date:			
		Signature Board of Management:		Date:			
Increment is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Deferred <input type="checkbox"/>		Signature of Chief Education Officer:		Date:			

Comments of staff member under appraisal:
