

UNIVERSITY OF WAH

ANNUAL EVALUATION REPORT - STAFF
(Pay Scale 7 and Above)

Reporting Period: _____ to _____
 Period served under Initiating Officer: _____ to _____

Type: Normal Interim Probationary Review Unsuitability

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PART I – PERSONAL DATA

1. Name (in block letters): _____
2. Appointment with Date: _____
3. Date of Employment at UW: _____
4. Educational Qualification: _____
5. Training Received / Academic Qualification(s) Attained (during the year):

Title of Course	Duration		Name of the Institution/Country
	From	To	

6. **Brief Job Description** (set out broadly in order of importance the main duties performed in the present job during this period. Also mention any special work assigned during the period):

7. **Goals Assigned:**

PART – II

8. Performance {Initial the appropriate box. Each initialed box carries one (1) grade mark}:

Quality		Exceptional	Excellent	Good	Satisfactory	Un-Satisfactory
a.	Emotional Stability					
b.	Adaptability, Cooperation and Team Work					
c.	Appearance and Bearing					
d.	Understanding & Tolerance					
e.	Social Conduct					
f.	Acceptance of Responsibility					
g.	Foresightedness and Advance Planning					
h.	Initiative and Drive					
j.	Financial Responsibility					
k.	Achievement of Assigned Objectives					
l.	Power of Expression (Written, Oral)					
m.	Professional Knowledge					
n.	Supervision and Guidance					
o.	Capacity of Hard Work					
p.	Meticulous and Methodical					
Weightage		5	4	3	2	1
Score (Grade x Weightage)						

9. **Overall Grading**

Grand Total Score, Standing (as per Criteria given below) =

Grading:

- (1) Outstanding / Excellent/ Above Average / Average = Score greater than 65/55/45/30
 (2) Below Average = Score equal to or less than 30

Grading awarded by Reporting Officer:

Outstanding / Excellent / Above Average / Average / Below Average

10. **Recommendation** (Initial applicable box):

<i>Fit for promotion</i>		<i>Initiating Officer</i>	<i>Senior Reporting Officer</i>
a.	Fit for accelerated promotion		
b.	Fit for promotion in his turn		
c.	Not yet fit for promotion		

11. Initiating Officer's Remarks:

Date: _____

Signature: _____

Appointment: _____

Name: _____

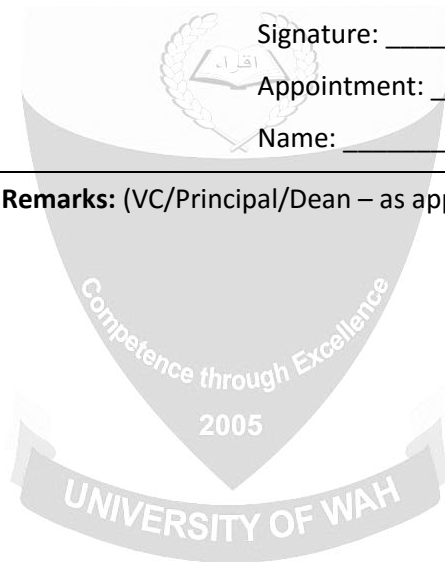
12. Senior Reporting Officer's Remarks: (VC/Principal/Dean – as applicable)

Date: _____

Signature: _____

Appointment: _____

Name: _____



13. Grading awarded by Senior Reporting Officer:

Outstanding / Excellent / Above Average / Average / Below Average