

Council for Technical Education and Vocational Training
Bheri Technical School
Nealgunj-10, Banke

Human Resource Development Unit

Performance Appraisal

Name of the Staff Member:

Position Held:

Institution:

Department:

Institution:

Date of Appointment:

Type of Appointment

(Permanent/ Contract / Service Contract)

Supervisor:

BTS Performance Appraisal format

Job Tasks	Competence Required	Level of performance				Performance Appraisal (Strength and Weakness)	Intervention/ Strategy	Supervisor's Comment
		Excellent	Good	Fair	Poor			
1. Accountability & Responsibility <ul style="list-style-type: none"> • Be punctual in work • Confirms standard attendance record • Takes assigned workload and is capable of taking work without supervision. • Contributes to achieve organizational goals 								
2. Quality of Job <ul style="list-style-type: none"> • Demonstrates in depth understanding of the subject matter and is updated. • Prepares lesson plans and maintains log book • Adopts safety measures and ensures students are aware about safe working practices • Holds a high ability to entertain queries and satisfies the clients • Demonstrates high skill in using teaching materials and follows standard methodologies. • Ensures the classes start and end in time and courses are completed ahead of exams 								
3. Attitude <ul style="list-style-type: none"> • Demonstrates high sense of belongingness towards the organization. • Appears neat, smart and maintains personal hygiene. 								

BTS Performance Appraisal format

<ul style="list-style-type: none"> • Displays active participation, politeness and cooperative 								
<p>4. Work Ethics</p> <ul style="list-style-type: none"> • Treats all the students equally irrespective of sex, caste, religion and other differences. • Addresses the problems • Spares additional time for organization 								
<p>5. Management Skills</p> <ul style="list-style-type: none"> • Plans for the teaching/learning activities • Communicates with supervisor and other team members. • Delegates authority well ahead of leave. • Develop YPO • Takes initiations and motivates other staffs to achieve the goal • Demonstrates impressive judgment skills of a situation 								

Employee Comments

Supervisor Comments and Recommendation:
