



Anusaya Shikshan Prasarak Mandal Gojegaon
Swami Vivekanand Mahavidyalaya, Mukramabad
Tq. Mukhed, Dist. Nanded
GENERAL PERFORMANCE EVALUATION FORM

Employee Name:- _____

Job Title :- _____ Date of Last Evaluation :- _____

Evaluation:

EVALUATION FACTORS		S	A	NI
Dedication	Reports to work on time.			
	Use time constructively.			
Performance	Good working knowledge of job assignment.			
	Organizes and performs work in a timely, professional manner.			
Cooperation	Willingly accepts work assignments.			
	Willingly accepts changes in assignments not directly related to job.			
Initiative	Performs assigned duties with little or no supervision			
	Performs assigned duties with little or no supervision even under pressure.			
	Strives to meet deadlines.			
Communication	Communicates clearly and intelligently in person and during telephone contacts.			
Teamwork	Works well with fellow employees without friction.			
Character	Accepts constructive criticism without unfavourable response.			
Responsiveness	Handles stressful situations with tact.			
Personality	Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.			
Appearance	Well groomed Clean, Neat.			
	Dresses appropriately for work			
Work Habits	Maintains neat and orderly workstation.			
	Maintains neat and orderly paperwork.			

LEGEND S = Satisfactory

A = Adequate

NI = Needs Improvement

Comments and Recommendations :- _____

This is performance evaluation has been reviewed with me, I understand that I may attach my comments, if desired.

Employee Signature : _____ Date : _____

Evaluation Performed by: _____ Date : _____