



ST. GREGORIOS DENTAL COLLEGE

UNDER THE MANAGEMENT OF MJSCE TRUST, PUTHENCRUZ
CHELAD, KOTHAMANGALAM, ERNAKULAM DIST, KERALA - 686681
(AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCES)

PERFORMANCE APPRAISAL – NON TEACHING STAFF

Name of Employee :

DOJ :

Designation :

Department :

Period of assessment :

Total working days :

Score: Outstanding:5 VeryGood:4 Good:3 Average:2 BelowAverage:1

Assessment by HOD/ Section in charge

SLNO	Characteristics	1	2	3	4	5
1	Job Knowledge: Understands job procedures and methods and applies appropriate level of technical/procedural knowledge.					
2	Quality of work: Demonstrates accuracy and competency at work and performs assigned tasks within the given time efficiently.					
3	Output of work: Quality and quantity of work produced in the given time.					
4	Team work: Willingness and cooperation with team members and supervisors, contributes effectively to achieve individual and the team goals.					
5	Dependability: Reliable, requires minimum supervision, Accepts additional challenges and responsibilities and willingly assists others.					
6	Communication skill: Ability to listen and understand information, communicates in an appropriate way with patients, colleagues and superiors.					
7	Initiative and Positive Attitude: Ability to recognize opportunities, takes initiative for necessary action, Willingness to assume responsibility and carryout tasks with minimum guidance.					
8	Cost Consciousness: Efforts towards optimum utilization of Available resources and elimination of waste.					



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9	Compliance to Health, Safety and Infection control standards: Contributes to a safe and secure environment for patients, visitors and staff by following established safety and infection control procedures and protocols.					
10	Punctuality: Punctual at work, follows leave policy appropriately while availing leave.					
11	Personal Appearance: Always well-groomed and presentable, Ensure proper upkeep of the uniforms provided.					
12	Updating Knowledge/Technical Competency: Attends training programs, improves efficiency.					
Total Score						

Signature of HOD/ Section incharge

Principal Comments:

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Outstanding (49-60)
 Very Good(37-48)
 Good(25-36)
 Average(13-24)
 Below Average(0-12)

Date

Principal