

**KOSHYS GROUP OF INSTITUTIONS**  
**PERFORMANCE EVALUATION FORM 23-24**

**EMPLOYEE DETAILS:**

Name of the faculty	LAKSHMI. S.N
Department	B.B.A. GEN
Designation	Asst. Professor
Date of Joining the Institute	14 June 2021
Gross Salary	24,000

**GUIDELINES:**

- All the information should be provided accurately and clearly. Additional information worth a mention maybe provided in separate sheets and supported documents.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD/ Immediate Supervisor and the Reviewing Authority (RA) is Principal/Dean/ Director Academics.
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Vice Principal. The Reviewing Authority (RA) is The Principal/Dean/ Director Academics.

**RECORDS OF ABSENCE (TO BE FILLED BY THE HR MANAGER)**

Sl. No.	Types of Leave	Taken
1	Casual Leave (CL)	9
2	Earned Leave (EL)	3
3	On Duty (OD)	—
4	Maternity Leave (MTL) (if applicable)	—
5	Leave Without Pay (LWP)	—

**RATING GUIDELINES**

RATING SCALE	DESCRIPTIONS
5- OUTSTANDING	Extremely good performance which could serve as a role model for others.
4- GOOD	Consistently high standard performance.
3- SATISFACTORY	Performance met expectations, but can be improved.
2- UNSATISFACTORY	Performance failed to meet expectations, raises concerns.
1- POOR	Consistently below expectations, needs training.

**CATEGORY - I: TEACHING, LEARNING & EVALUATION**

  
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Sl No	API's	MAXIMUM SCORE	SELF EVALUATION	EVALUATION BY HOD	EVALUATION BY Principal	EVALUATION BY Director
1	No. Of Lectures, Tutorials, Practical conducted	5	5	5	5	5
2	Participatory & Innovative Teaching-Learning Methodologies	5	5	3	3	4
3	Curriculum Enrichment	5	5	3	3	4
4	Student Feedback	5	5	3	3	4
	<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>14</b>	<b>14</b>	<b>17</b>

**CATEGORY - II : CO-CURRICULAR & PROFESSIONAL DEVELOPMENT ACTIVITIES**


Sl No	API's	MAXIMUM SCORE	SELF EVALUATION	EVALUATION BY HOD	EVALUATION BY Principal	EVALUATION BY Director
1	Additional Academic & Administrative Responsibilities	5	5	4	4	4
2	Certifications/ Add on courses/ Industrial Training.	5	4	3	2	3
3	Attending Seminars/ workshops/ guest lectures	5	5	4	4	4
4	Publications/ Research guidance/ Patent/ Fellowships	5	5	4	3	3
	<b>TOTAL</b>	<b>20</b>	<b>19</b>	<b>14</b>	<b>14</b>	<b>14</b>

**CATEGORY - III: BEHAVIOURAL ATTRIBUTES**

*Prakashan*  
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SI No	BEHAVIOURAL DIMENSIONS	MAXIMUM SCORE	SELF EVALUATION	EVALUATION BY HOD	EVALUATION BY Principal	EVALUATION BY Director
1	Attendance	5	5	4	4	4
2	Punctuality & Discipline	5	5	3	4	4
3	Leadership, Planning & Organizing	5	5	3	3	3
4	Peer Relationships	5	5	3	3	3
	<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>13</b>	<b>14</b>	<b>14</b>

DATE: - 8/12/2023

SIGNATURE: - 

EVALUATION SUMMARY:

\*\*Note: Attach supporting documents to validate the claim.

API's	SCORE	SELF EVALUATION	EVALUATION BY HOD	EVALUATION BY Principal	EVALUATION BY Director
Category - I: Teaching, Learning & Evaluation	20	20	14	14	17
Category - II: Co-Curricular & Professional Development Activities	20	18	14	14	14
Category - III: Behavioral Attributes	20	20	13	14	14
<b>TOTAL</b>	<b>60</b>	<b>58</b>	<b>41</b>	<b>42</b>	<b>45</b>

DATE: -

$$\frac{128}{3} = 42.71 = 71.1\% / 75\%$$

Student 78.8



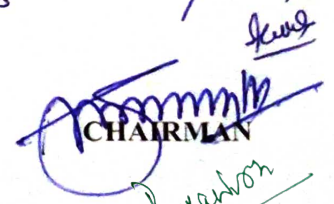
HR MANAGER

  
16/11/24

ACADEMIC DIRECTOR



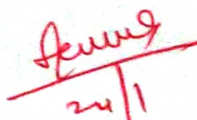
DEAN



CHAIRMAN

Peer gp - 88%

Total - 81%

  
24/11

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## KOSHYS GROUP OF INSTITUTIONS

### Employee Evaluation Form

#### I. EMPLOYEE INFORMATION

Employee Name: <b>GIOPALAKRISHNA . S</b>	Job Title: <b>SUPERVISOR</b>		
Supervisor/Reviewer: <b>Shiv Shankar.</b>	Review Period From: <b>01 / 01 / 2024</b> To: <b>01 / 01 / 2024</b>		


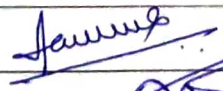

#### II. CORE VALUES AND OBJECTIVES

PERFORMANCE CATEGORY	(SELF)RATING 5 EACH	REPORTING MANAGER 5 EACH	COMMENTS AND EXAMPLES(MANAGER)	MANAGER 2
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

  
**DIRECTOR**  
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 Bangalor-562 149

<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
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### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES		
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Problem Solving:</b> <i>Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Relation Ship with others:</b> <i>Consider employees' abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers, and the broader community</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable  <b>Signature:</b>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>SCORE: 5 POINTS EACH</b>	<b>47 / 50</b>			
Comments ( by employee):				
Superior Signature:		HR Manager Signature:		
Dean Signature:				
Chairman Signature:				

  
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**KOSHY'S GROUP OF INSTITUTIONS**  
**Employee Evaluation Form**

**I. EMPLOYEE INFORMATION**

Employee Name: <i>Ashwitha Shenoy</i>	Job Title: <i>Junior Accountant</i>
Supervisor/Reviewer: <i>Sugandhi Chandran</i>	Review Period From: <i>30 / 09 / 2022</i> To: <i>30 / 09 / 2023</i>

**II. CORE VALUES AND OBJECTIVES**

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<i>45</i>
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement	

  
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 Bangalor-562 1491

group achieve its goals

Unacceptable

### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Problem Solving:</b> <i>identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Relation Ship with others:</b> <i>Consider employees' abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers, and the broader community</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

### V. OVERALL RATING

<input type="checkbox"/> <b>EXCEEDS EXPECTATIONS</b> <i>Employee consistently performs at a high level that exceeds expectations</i>	<input checked="" type="checkbox"/> <b>MEETS EXPECTATIONS</b> <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> <b>NEEDS IMPROVEMENT</b> <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> <b>UNACCEPTABLE</b> <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
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Comment on the employee's overall performance.

*Hard working, takes up responsibilities. Quality of work. A good team leader.*

SCORE 5 EACH : TOTAL 50/

Superior Signature: <i>[Signature]</i>	Date: 2/10/2023
HR Manager Signature:	Date:
Dean Signature: <i>[Signature]</i>	Date:
Chairman Signature: <i>[Signature]</i>	Date:

*[Signature]*  
**DIRECTOR 2**  
 KOSHYS INSTITUTE OF MANGEMENT STUDIES  
 # 31/1, Kadusonnappanahalli,  
 Kannur Po, Hennur-Bagalur Road,  
 Bangalor-562 149

**KOSHYS GROUP OF INSTITUTIONS**  
**Employee Evaluation Form**

**I. EMPLOYEE INFORMATION**

Employee Name: <u>Shivakumar</u>	Job Title: <u>Documentation Executive</u>		
Supervisor/Reviewer: <u>Sandhya</u>	Review Period From: <u>01/01/2023</u> To: <u>01/01/2024</u>		

**II. CORE VALUES AND OBJECTIVES**

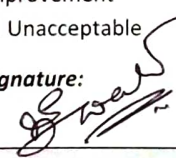
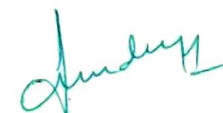
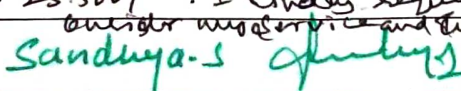
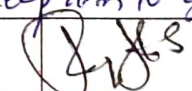
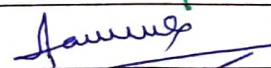
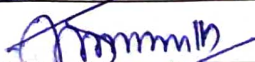
PERFORMANCE CATEGORY	(SELF)RATING 5 EACH	REPORTING MANAGER 5 EACH	COMMENTS AND EXAMPLES(MANAGER)	MANAGER 2
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

  
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<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
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**III. JOB-SPECIFIC PERFORMANCE CRITERIA**

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES		
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Problem Solving:</b> <i>identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Relation Ship with others:</b> <i>Consider employees' abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers, and the broader community</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable Signature: 	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable 	<p>He is an very good employee for our kims. He is a hard working &amp; very flexible. He always completes his work on time &amp; he stretch over time &amp; completes his duties on a daily basis.</p> <p>As of now he has completed 6 years in this institution.</p>	
<b>SCORE: 5 POINTS EACH</b>				
Comments ( by employee):	<p>Respected Sir, I have completed 6 years of service in this institution. Now my salary is 23,500/-. I kindly request you to consider my service and increase the salary.</p>		<p>He is a very loyal &amp; reliable employee. kindly consider all this &amp; help him to get better here this time.</p>	
Superior Signature:			HR Manager Signature:	
Dean Signature:				
Chairman Signature:				


As of now he is getting only 23,500 after 6 years also kindly increase his salary this time. (Request you to salary to ₹32,000/-).



*Kindly*  
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 Kannur Rd, Hennur-Bagalur Road,  
 Bangalore-562 149

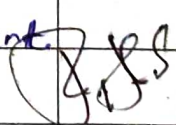
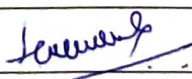
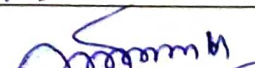
**KOSHYS GROUP OF INSTITUTIONS**  
**Employee Evaluation Form**

I. EMPLOYEE INFORMATION				
Employee Name: <i>Sushma</i>		Job Title: <i>Admission Counselor</i>		
Supervisor/Reviewer: <i>Sujesh</i>		Review Period From: <i>01/11/2020</i> To: <i>10/01/2023</i>		
II. CORE VALUES AND OBJECTIVES				
PERFORMANCE CATEGORY	(SELF)RATING 5 EACH	REPORTING MANAGER 5 EACH	COMMENTS AND EXAMPLES(MANAGER)	MANAGER 2
<b>Quality of Work:</b> <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time, provides advance notice of need for absence</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

  
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 KOSHYS INSTITUTE OF MANGEMENT STUDIES  
 # 31/1, Kadusonnappanahalli,  
 Kannur Po, Hemmur-Bagalur Road,  
 Bangalor-562 149

<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
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### III. JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES		
<b>Knowledge of Position:</b> <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Problem Solving:</b> <i>identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages</i>	<input type="checkbox"/> Exceeds expectations <input checked="" type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Relation Ship with others:</b> <i>Consider employees' abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers, and the broader community</i>	<input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable  Signature: <u>Such</u>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Average <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>SCORE: 5 POINTS EACH</b>	<b>44 points.</b>			
Comments ( by employee):		<i>AS per Management guidelines, I have engaged myself in NAAE work &amp; Documentation department.</i>		
Superior Signature:		HR Manager Signature: 		
Dean Signature:				
Chairman Signature:				

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