

# STATE HEALTH SOCIETY, BIHAR



## (PERFORMANCE APPRAISAL FORM)

### Employee's Particular

Name:

Designation:

Date of Joining the Organization:

Date of joining the Current Designation:

### Activity

Distribution of APA forms

Self Evaluation

Appraiser's evaluation

Final review by the Reviewer(Nodal officer)

Feedback to the employee



**PART A****SELF EVALUATION**

Please list your Key deliverables for the year as specified in the annual work plan initiatives/ as per the communication received. Against each, mention your actual achievements (and constraints, if any) on each deliverable. (Also, mention other deliverables that were assigned/ taken up during the course of the year).

Sr. No.	Key Deliverables	Expected Level of Achievement	Actual Achievements

Signature of the Appraiser:

Date:

Note: The above format is to be used, but as space would be inadequate, takes as many sheets as required.

Other areas of Contribution (Area which are not covered above)

Please mention constraints in your work during the review period

**PART B**  
**(To be filled in by Appraiser)**

I. PERFORMANCE SUMMARY AND TREND (Summarize your view of appraisee's accomplishments and comment on performance trend during the past year)

Describe appraisee's strengths and how they have contributed to the current assignments

III. ACTION FOR PERFORMANCE ENHANCEMENT (Identify specific areas needing improvement and development actions you feel would enhance the appraisee's current or further performance)

**PART C**  
**(To be filled in by Appraiser and Reviewer)**

<b>PLEASE READ THE GUIDELINE FOR PERFORMANCE RATING</b> Please Tick on the rating (which ever and corresponding to the circle the score applicable)		
<b>CHARACTERISTICS</b>	<b>RATINGS</b>	
	<b>BY APPRAISER</b>	<b>BY REVIEWER</b>
<p><b>1.JOB COMPETENCE/ PROFESSIONAL KNOWLEDG</b> Consider</p> <ul style="list-style-type: none"> <li>• Subject Knowledge about his/her sphere of work</li> <li>• Relevant knowledge &amp; practical approach, adaptability to needs</li> <li>• Knowledge about organization of work in their Domain</li> </ul>	<p align="center"><b>RATING</b></p> <p>D <input type="checkbox"/></p> <p>C <input type="checkbox"/></p> <p>B <input type="checkbox"/></p> <p>A <input type="checkbox"/></p>	<p align="center"><b>RATING</b></p> <p>D <input type="checkbox"/></p> <p>C <input type="checkbox"/></p> <p>B <input type="checkbox"/></p> <p>A <input type="checkbox"/></p>
<p><b>2 WORK OUTPUT/ RESULT ORIENTATION</b> Consider</p> <ul style="list-style-type: none"> <li>• Output in terms of expected deliverables, &amp; expected roles and responsibilities to perform.</li> <li>• Reliability, dependability &amp; orientation towards delivering results.</li> <li>• Willingness to take additional responsibility</li> <li>• Initativeness &amp; Innovativeness</li> <li>• End-user Orientation toward the goals of organization</li> <li>• Work under pressure</li> </ul>	<p align="center"><b>RATING</b></p> <p>D <input type="checkbox"/></p> <p>C <input type="checkbox"/></p> <p>B <input type="checkbox"/></p> <p>A <input type="checkbox"/></p>	<p align="center"><b>RATING</b></p> <p>D <input type="checkbox"/></p> <p>C <input type="checkbox"/></p> <p>B <input type="checkbox"/></p> <p>A <input type="checkbox"/></p>

CHARACTERISTICS	RATINGS	
	BY APPRAISER	BY REVIEWER
<p><b>3. MANAGEMENT OF WORK/ INCLUDING LEADERSHIP AND HR MANAGEMENT</b> Consider</p> <ul style="list-style-type: none"> <li>• Planning and Organizing work without losing track of cost, time, safety &amp; quantity.</li> <li>• Proper delegation and control</li> <li>• Emphasis on problem solving &amp; efficiency</li> <li>• Mobilizing resources</li> <li>• Decision making</li> <li>• Relationship with other departments</li> <li>• Getting work done from subordinate</li> <li>• Infusing confidence in His/ Her Team</li> <li>• Developing Sub-ordinates</li> <li>• Relationship with peers, superiors &amp; sub-ordinates</li> <li>• Gender sensitivity</li> <li>• Equity Sensitivity</li> </ul>	<p style="text-align: center;">RATING</p> <p>D <input type="text"/></p> <p>C <input type="text"/></p> <p>B <input type="text"/></p> <p>A <input type="text"/></p>	<p style="text-align: center;">RATING</p> <p>D <input type="text"/></p> <p>C <input type="text"/></p> <p>B <input type="text"/></p> <p>A <input type="text"/></p>
<p><b>4. COMMUNICATION &amp; TEAM WORK</b> Consider</p> <ul style="list-style-type: none"> <li>• Clarity in written expression</li> <li>• Clarity in oral expression</li> <li>• Understanding &amp; presenting facts &amp; figures</li> <li>• Sharing information with all levels of people</li> <li>• Relationship building &amp; networking outside the organisation</li> <li>• Willing to seek as well as give support</li> <li>• Display consideration and respect for others</li> <li>• Exhibition of commitment to organization goals</li> <li>• Willingness to share Knowledge, Experience, Resources.</li> </ul>	<p style="text-align: center;">RATING</p> <p>D <input type="text"/></p> <p>C <input type="text"/></p> <p>B <input type="text"/></p> <p>A <input type="text"/></p>	<p style="text-align: center;">RATING</p> <p>D <input type="text"/></p> <p>C <input type="text"/></p> <p>B <input type="text"/></p> <p>A <input type="text"/></p>

CHARACTERISTICS	RATINGS																	
	BY APPRAISER	BY REVIEWER																
<p>5. ATTITUDE Consider</p> <ul style="list-style-type: none"> <li>• Dependability &amp; Integrity</li> <li>• Approach to work</li> <li>• Approach to people (in regard with superior and subordinate)</li> <li>• Approach to organisation i.e. ability to identify with dept. &amp; organization goals &amp; objectives</li> <li>• Willingness to listen, learns, discuss, be participatory.</li> </ul>	<p style="text-align: center;">RATING</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">D</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">C</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">B</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">A</td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>	D		C		B		A		<p style="text-align: center;">RATING</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">D</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">C</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">B</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">A</td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>	D		C		B		A	
D																		
C																		
B																		
A																		
D																		
C																		
B																		
A																		
<p>6. ANY OTHER (Please Specify)</p>	<p style="text-align: center;">RATING</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">D</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">C</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">B</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">A</td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>	D		C		B		A		<p style="text-align: center;">RATING</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">D</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">C</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">B</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td style="text-align: center;">A</td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>	D		C		B		A	
D																		
C																		
B																		
A																		
D																		
C																		
B																		
A																		

Appraiser's Comments on overall performance and Potential

---



---



---

Reviewers Comments on overall performance & Potential

---



---



---

**IMPORTANT**

1. The appraiser in all cases will be the immediate supervisor
2. The reviewer in all cases will be Nodal officer nominated from state
3. In case of difference of opinion between Appraiser and Reviewer in score, the average of the two will be considered.
4. The rating, score and its terminology is as Corresponding under:-

Did not meet performance under most of the counts.	D
Met required performance on most / many counts	C
Met required performance level	B
Exceeded required performance level(Excellent)	A

**PART D**

(FEEDBACK FORM)

Strength:

Area of Improvement:

(Signature of the Appraiser)

Comments of the appraise:

(Signature of the Appraise)





Process of Performance appraisal:

- Distribution of appraisal forms (periodicity to be decided by SHS)
- Self Evaluation ( Appraisee will fill the form and make self assessment of his/ her performance)
- Appraiser's evaluation ( Superior will act as appraiser)
- Final review by the Reviewer(Nodal officer as designated by SHS)
- Feedback to the employee ( Appraiser will provide feedback to the appraisee)