



SRI RANGANATHAR
INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Website: www.sriet.ac.in Email: sritech@sriindia.net



NON – TEACHING STAFF / ADMIN STAFF

PERFORMANCE EVALUATION: 20__ - 20__

I. PERSONAL INFORMATION						
Name						
Department		Designation				
Qualification		Date of Joining				
Total Experience		Experience at SRIET				
II. TECHNICAL COMPETENCE (20)		EXCELLENT (5)	VERY GOOD (4)	GOOD (3)	SATISFACTORY (2)	AVERAGE (1)
1	Understanding the job responsibility and level of knowledge					
2	Willingness to take responsibility and resolve the issues in time					
3	Systematic working and completing their routine works neatly					
4	Efficiency in maintaining documentation					
III. GENERAL IMPRESSION (20)		EXCELLENT (5)	VERY GOOD (4)	GOOD (3)	SATISFACTORY (2)	AVERAGE (1)
1	Cooperation and team work					
2	Discipline and punctuality to work					
3	Work ethics / attitude / behaviour					
4	Interpersonal skills and willingness to learn					
IV. TAKING ADDITIONAL RESPONSIBILITIES / CONTRIBUTIONS TO INSTITUTION & SOCIETY (5)						
<i>Position your profession</i>						
V. PROMOTING INSTITUTION (5)						
SCORES OBTAINED	I.	II.	III.	IV.	V.	
TOTAL SCORE (out of 50)						
Reviewer Name: _____ Designation: _____						
Signature: _____ Date: _____						