



MES COLLEGE ERUMELY

APPRAISAL FORM FOR NON TEACHING STAFF

Name of the Staff:

Designation:

APPRAISER:

DATE:

	ACCEPTABLE OR COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE
General Work Habits			
Punctuality			
Self-discipline			
Enthusiasm For Work			
Responsibility in duties			
Alert in health and safety matters			
Flexible with duties and schedule			
Maintains a positive attitude			
Gives ample notice for absence			

Remains calm in tense situations			
Following college Policies			
Friendly, warm and affectionate.			
Record Keeping			
Cooperation with Administration			
Professional Growth			
Flexibility			

Name:

Signature: