**Performance Appraisal Form of Contractual Employee**

Updated December, 2015

**Section 1 Personal Background (To be filled out by Assessee)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  □ 1st Evaluation ( Oct 1.....- Mar 31.....) □ 2nd Evaluation (Apr 1.....- Sep 30.....)Assessee’s Name ………..…………………………………………………………………………Position………………………………………….. Faculty/Division. ……….…………………….Monthly Remuneration…………………..Baht Responsibility (To be attached job description)  | Attendance | Sick leave | Business Leave | Vacation Leave | Late | Absent |
| 1st Evaluation Date................Until..............  |  |  |  |  |  |
| 2nd Evaluation Date................Until..............  |  |  |  |  |  |

# Section 2 Assessment (Assessor’s Remark)

* 1. Assessment
1. Mark/Evaluate both achievement and performance
2. If necessary to mark/evaluate more, please mention the matter other component/element

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Criteria for Evaluation | Full marks | 1st Evaluation | 2nd Evaluation |
| Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) | Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) |
| 1 | **Achievement*** 1. Quantity of Work (Consider from quantity of work and target agreement or standard of work)
	2. Quality of work (Consider from accuracy, completeness and meticulousness or other quality)
	3. Timeliness (consider from spending time compare with the time limit)
 |  |  |  |  |  |  |  |  |  |  |  |
| No. | Criteria for Evaluation | Full marks | 1st Evaluation | 2nd EvaluationUpdated December, 2015 |
| Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) | Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) |
|  | * 1. Manage resources properly (Consider from relation between how using resource and output)
	2. Achievement of work (Consider from output or result of work compare with target or the aim of work)
	3. Other component / element

1)…………………………………..2)………………………………….. |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Score of Achievement |  |  |  |
| 2 | **Performance**2.1 Ability and effort of working (Consider from knowledge and understanding of duty, related work and operational equipment including diligence pay attention of working to success and indefatigable) 2.2 Disciplined, possessed good moral and right conduct of an employee (Consider from the moral and conduct to follow government policy, conduct as good example of respect the rules and be in good ethics and the value of organization) 2.3 Responsibility (Consider from doing all responsibilities willingly, be engrossed in the work and can accept every effects of work) |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Criteria for Evaluation | Full marks | 1st Evaluation | 2nd EvaluationUpdated December, 2015 |
| Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) | Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) |
|  | * 1. Cooperation (Consider from ability of working with others properly that will work successful)
	2. Attendance status (Consider from punctuality, sick leave, stop working and absence)
	3. Planning (Consider form the ability of expectation, data analysis, determine target and method of operation properly)
	4. Intuitiveness (Consider from the ability of intuitive work improvement to be more efficiency and provide some useful suggestions)
	5. Other component / element (if any)

1)…………………………………………..2)…………………………………………. |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Score of Performance |  |  |  |
|  | Total Score 1 + 2 | 100 |  |  |

**2.2 Summary of Evaluation (To be filled out by assessee)**

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Evaluation | Evaluation Score | Excellent(90-100%) | Good(80-89%) | Fair(70-79%) | Poor(60-69%) | Fail(0-59%) |
| 1st Evaluation 2nd Evaluation | …………………………………… | ( )( ) | ( )( ) | ( )( ) | ( )( ) | ( )( ) |

## Section 3 Assessor’s Remark

 3.1 Remarks for the strength and for improvement of the assessee

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| **Strength / Proficiency**. ........................................................................................................................................................................................................................................................ ................................................................................……………………………………………………..……………………………………………………..**Area that needs to improve/solve**……………………………………………………………………………………………………………….……………………………………………………..……………………………………………………...……………………………………………………………………………………………………………………………………………………………………… | **Strength / Proficiency**. ....................................................................................................................................................................................................................................................... ......................................................................................................................................................................................................................................................**Area that needs to improve/solve**……………………………………………………………………………………………………………….……………………………………………………..……………………………………………………...……………………………………………………………………………………………………………………………………………………………………… |

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**3.2 Remarks about employment**

Updated December, 2015

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| □ Should continue employment (evaluation result is above 70%)□ Should continue employment but needs improvement as the remarks (evaluation result is above 60%)□ Should stop employment (evaluation result is below 60%)(State clearly the reasons to support the termination of employment )……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………….…………………………………………………………………….…………………………………………………………………….…………………………………………………………………….Signature ……………………………….. Assessor (….…..………………………………)Position……………………………………………Date……………………….….…………………… | □ Should continue employment (evaluation result is above 70%)□ Should continue employment but needs improvement as the remarks (evaluation result is above 60%)□ Should stop employment because of1. Evaluation resulted in Poor performance for 2 times or2. Evaluation result is below 60%……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………….…………………………………………………………………….…………………………………………………………………….…………………………………………………………………….Signature ……………………………….. Assessor (….…..………………………………)Position……………………………………………Date……………………….….…………………… |

 **Section 4 Remarks of above assessor**

Updated December, 2015

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….…………..

………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

………………………………………………………………………………………………………………………………………………………………………1. End of Employment ………………………

………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… | ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….…………..

………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

………………………………………………………………………………………………………………………………………………………………………1. End of Employment ………………………

………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… |

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 **Section 5 Remarks of above assessor (Additional)**

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….…………..

………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

………………………………………………………………………………………………………………………………………………………………………1. End of Employment ………………………

………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… | ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….…………..

………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

………………………………………………………………………………………………………………………………………………………………………1. End of Employment ………………………

………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… |

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**Section 6 Remarks of the authorized employer (For head of department who are mandatory)**

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….…………..

………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

………………………………………………………………………………………………………………………………………………………………………1. End of Employment ………………………

………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… | ( ) Agree with the above mentioned evaluation( ) Disagreement with the above mentioned evaluation as follows1. To mark the evaluation ….…….……………..

………………………………………………………………………………………………………………………………………………………………………………1. Improvement/Solve ……………………….

……………………………………………………………………………………………………………………………………………………………………………………………………………………………..1. End of Employment …………………………

………………………………………………………………………………………………………………………………………………………………………………Signature. .…………………………………..(…………………………………………)Position……………………………………………Date……………………….….…………………… |

**Section 7 Acknowledgement of evaluation**

Updated December, 2015

|  |  |
| --- | --- |
| 1st Evaluation | 2nd Evaluation |
| **Assessee sign the acknowledgement of evaluation**Signature ……………………………….. Assessee (….…..………………………………)Position……………………………………………Date……………………….….…………………… | **Assessee sign the acknowledgement of evaluation**Signature ……………………………….. Assessee (….…..………………………………)Position……………………………………………Date……………………….….…………………… |

**Delegation Form**

**For complementary Performance of Assessee**

**Rajamangala University of Technology Thanyaburi**

**(Round of Assessment................................................)**

Assessee Name: ........................................................... Position: .................................................

Faculty/Division: ......................................................... Salary: .............................................Baht

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment | Goal/Standard for Target Output  | Duration of work | Signature |
| Assignor | Assignee | D/M/Y |
| 1................................................................................................................................................................................................ |  |  |  |  |  |
| 2................................................................................................................................................................................................ |  |  |  |  |  |
| 3................................................................................................................................................................................................. |  |  |  |  |  |
| 4.............................................................................................................................................................................................. |  |  |  |  |  |
| 5.................................................................................................................................................................................................... |  |  |  |  |  |
| 6.................................................................................................................................................................................................. |  |  |  |  |  |
| 7................................................................................................................................................................................................... |  |  |  |  |  |