



KINGSGATE INTERNATIONAL COLLEGE

EMPLOYEE PERFORMANCE APPRAISAL FORM

Name of Employee					
Job Title					
Department	Academic			Administration	
Employed on			Service Length		

Previous Review Summary:

Supervisor's or Line Manager's Comment:

Peer's Comment:



ISSUES	POOR	GOOD	VERY GOOD	EXCELLENT
Punctuality				
Dress Code				
Approach				
Attitude				
Teamwork				
Product/Service-Related Knowledge				
Training				

Communication Skills:

Verbal Communication	Nonverbal Communication

ISSUES	POOR	GOOD	VERY GOOD	EXCELLENT
IT Skills				
Office Equipment Skills				
Knowledge Update				
Average Time Taken to Perform the Job				
Sick Calls				



Service General Knowledge:

Health & Safety	
Fire Emergency	
Disciplinary Procedure	
Internal Code of Conduct	
Operation of Office Equipment	

ISSUES	POOR	GOOD	VERY GOOD	EXCELLENT
Motivation Level:				
Leadership Quality:				
Personality:				
Other Quality:				

ISSUES	POOR	GOOD	VERY GOOD	EXCELLENT
Helping Tendency				
Oriented to Students				
Oriented to Organization				
Reaction to Change				
Proactive				
Obedience to chain of command				
Oriented to Customer Service				
Negative Propensity				



Reviewers Comment:

Employee's Contribution:
Prospect of further Contribution:
Sustainability of his or her Service:
Reasons:
Conclusion:

Reviewer's Signature:

Date:

Reviewer's Full Name:

Next Date of Review:



APPENDIX I

Appeal Procedure Against Performance Appraisal:

- Step 1:** An aggrieved employee can apply for review of their appraisal. In such a case the employee must write by explaining why she or he wants review of their appraisal.
- Step 2:** A Review Panel will be formed to conduct the review of the appraisals against which the application has been made.
- Step 3:** The Review Panel will be independent and will assess the issues relating to performances of the aggrieved employee.
- Step 4:** The review panel will have the right to uphold or reject the appeal.