

Part 3 Performance Assessment¹

	Rating (✓) (refer to guidelines on page 3)				
Attendance	5()	4()	3()	2()	1()
Job knowledge and skills	5()	4()	3()	2()	1()
Quality of work	5()	4()	3()	2()	1()
Initiative and motivation	5()	4()	3()	2()	1()
Team work	5()	4()	3()	2()	1()
General conduct	5()	4()	3()	2()	1()
Discipline	5()	4()	3()	2()	1()

Overall Performance Rating

Substantially exceeds job requirements	Exceeds job requirements	Meets job requirements	Partially meets job requirements	Does not meet most job requirements
5()	4()	3()	2()	1()

Special task taken up or commendation obtained by the appraisee during the appraisal period (to be filled by the MC member / Supervisor)
