

Walailak University Performance Appraisal

Position : Lecturer

Budget Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Full Name (Lecturer).....

Part ① Personal Archivement (50 Points)

Criteria

The following will be considered

- The level of success of the work that has been complied with the agreement or indicators (KPI).
- Achievement of quantitative work and work quality, according to the workload, Job Description or Position Standard, including other tasks assigned by supervisors or universities

<u>Rating criteria</u>		
Excellent (45.00-50 Points)	Great (40.00-44.99 Points)	Good (35.00-39.99 Points)
Fair (30.00-34.99 Points)	Fail (Lower than 30.00 Points)	
Scores Gained		

Part ② Organization Evaluation (30 Points)

Criteria

The following will be considered

- The accomplishment level of the organization, according to the organization main missions and the university strategic plan, or
- Evaluation results according to the criteria set by the university Which in this section, all employees in the school or department will receive the same score

<u>Rating criteria</u>		
Excellent (27.00-30 Points)	Great (24.00-26.99 Points)	Good (21.00-23.99 Points)
Fair (18.00-20.99 Points)	Fail (Lower than 18.00 Points)	
Scores Gained		

Part ③ The supervisor's discretion regarding work behavior (20 Points)

Criteria

The following will be considered

- The level of knowledge, ability and competency of employees in accordance with the position standard.
- How below appraisalment topics affect performance and make the work performance in line with the core competencies and organizational culture of the university.

<u>Rating criteria</u>	
Excellent (18.00-20.00 Points)	Great (16.00-17.99 Points) Good (14.00-15.99 Points)
Fair (12.00-13.99 Points)	Fail (Lower than 12.00 Points)
Appraisalment Topics	Points Gained
1. Cooperation 2. Responsibility for duties and assignments 3. Paying attention to students thoroughly 4. Academic or professional development (Acquiring academic positions or Enhancing qualifications) 5. Others topics that organization specified.	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div>
<u>Note.</u> Description of appraisalment criteria for each topic, please read the evaluation guide.	

Appraisal Score Summary (100 points)

- Excellent (90.00-100 Points) - Great (80.00-89.99 Points)
- Good (70.00-79.99 Points) - Fair (60.00-69.99 Points)
- Fail (Lower than 60.00 Points)

Appraisal Topics	Full Score	Score Gained
Part ① Personal Achievements	50	
Part ② Organization Evaluation	30	
Part ③ The supervisor's discretion regarding work behavior	20	
Total	100	

Additional Comments Of the assessor (Dean/Director/Supervisor)

Prominent Point

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Suggestions for improvement

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Signed(Primary Assesor)
 (.....)
 Position.....

Signed(Assesor)
 (.....)
 Position.....

Summary of the performance Appraisal Committee meeting on (date :)

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Signed..... Committee Chairman
 (.....)

Signed..... committee member
 (.....)

Signed..... committee member
 (.....)

Signed..... committee member
 (.....)

Signed..... committee member
 (.....)

Signed..... Secretary of the Appraisal Committee
 (.....)

Notification of evaluation results

Informed

Other.....

Signed..... Lecturer/Employee

(.....)

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