

PERFORMANCE INDICATORS

Core Competencies

JOB KNOWLEDGE

ID	No.	Particulars	Rating/5 Point
88	1	Demonstrates knowledge and skills necessary to perform the job effectively and applies to critical work issues in a timely manner	3
91	2	Demonstrates willingness to learn new skills, methods, processes to enhance job performance	3
94	3	Performs the full range of duties and responsibilities associated with the job.	3
		Total Rating	3

INTERPERSONAL SKILLS, COOPERATION, COLLABORATION

ID	No.	Particulars	Rating/5 Point
100	1	Develops and maintains professional working relationships with internal and external members	3
103	2	Encourages collaboration and sharing of information	3
97	3	Demonstrates effective student service	4
		Total Rating	3.33

COMMUNICATION SKILLS

ID	No.	Particulars	Rating/5 Point
106	1	Writes and communicates clearly and accurately	3
112	2	Uses appropriate communication based on the needs at hand	3
109	3	Listens well, is responsive to inquiries, directions and suggestions	4
		Total Rating	3.33

PLANNING, ORGANISING AND ACHIEVING RESULTS

ID	No.	Particulars	Rating/5 Point
115	1	Meets deadlines in a timely and efficient manner	3
118	2	Finds and uses resources well	4

		Total Rating	3.5
PROBLEM ANALYSIS AND DECISION MAKING			
ID	No.	Particulars	Rating/5 Point
121	1	Gathers and analyses appropriate information before making decisions	3
124	2	Seeks information and input from other stakeholders as appropriate	3
127	3	Develops and implements effective solutions	3
		Total Rating	3
COMMITMENT TO DIVERSITY / INCLUSION			
ID	No.	Particulars	Rating/5 Point
130	1	Demonstrates due concern for others	3
133	2	Participates in programs / processes that promote diversity / equal opportunity	3
		Total Rating	3
LEADERSHIP			
ID	No.	Particulars	Rating/5 Point
136	1	Demonstrates commitment and provides leadership through personal example and professional expertise	4
139	2	Demonstrates the ability to motivate coworkers	3
142	3	Displays an openness to new ideas	3
145	4	Supports an environment of continuous improvement	3
		Total Rating	3.25
LOYALTY AND WORK DEDICATION			
ID	No.	Particulars	Rating/5 Point
151	1	Multi Skilled and Reliable	3
154	2	Proactive and self discipline	3
148	3	Displays integrity	4
		Total Rating	3.33
PUNCTUALITY			
ID	No.	Particulars	Rating/5 Point

157	1	Being on time	4
160	2	Avail leaves with prior notifications	4
		Total Rating	4

CLEANLINESS

ID	No.	Particulars	Rating/5 Point
163	1	Proper Attire	3
169	2	Manages and gets work done from subordinates in cleaning	3
166	3	Keeping workplace neat and tidy	4
		Total Rating	3.33

Summary of Ratings

3.31

Plus Factor

No

Remarks***Comments added by Dr.Shridhar Kurse on 20/06/2017 14:21:56 :**

Good at work

Key to Descriptive Rating

Good

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