Performance Appraisal Form of Contractual Employee

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

\Box 1 st Evaluation (Oct 1 Mar 31) \Box 2 nd Evaluation (Apr 1 Sep 30)	Attendance	Sick	Business	Vacation	Late	Absent
		leave	Leave	Leave		
Assessee's Name	1 st Evaluation					
Position Faculty/Division.	DateUntil					
Monthly RemunerationBaht Responsibility (To be attached job description)	2 nd Evaluation					
	DateUntil					

Section 2 Assessment (Assessor's Remark)

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

			1 st Evaluation				2 nd Evaluation					
No.	Criteria for Evaluation	Full	Excellent	Good	Fair	Poor	Fail	Excellent	Good	Fair	Poor	Fail
		marks	(90-100%)	(80-89%)	(70-79%)	(60-69%)	(0-59%)	(90-100%)	(80-89%)	(70-79%)	(60-69%)	(0-59%)
1	Achievement											
	1.1 Quantity of Work (Consider from quantity of work and											
	target agreement or standard of work)											
	1.2 Quality of work (Consider from accuracy,											
	completeness and meticulousness or other quality)											
	1.3 Timeliness (consider from spending time compare with											
	the time limit)											

				1'	st Evaluation				2^{nd}	Evaluation		
No.	Criteria for Evaluation	Full marks	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%)
	 1.4 Manage resources properly (Consider from relation between how using resource and output) 1.5 Achievement of work (Consider from output or result of work compare with target or the aim of work) 1.6 Other component / element 											
2	Total Score of Achievement 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) 											

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				1	st Evaluatio	n			2	nd Evaluati	ion	
No.	Criteria for Evaluation	Full	Excellent	Good	Fair	Poor	Fail	Excellent	Good	Fair	Poor	Fail
		marks	(90-100%)	(80-89%)	(70-79%)	(60-69%)	(0-59%)	(90-100%)	(80-89%)	(70-79%)	(60-69%)	(0-59%)
	2.4 Cooperation (Consider from ability of working with											
	others properly that will work successful)											
	2.5 Attendance status (Consider from punctuality, sick											
	leave, stop working and absence)											
	2.6 Planning (Consider form the ability of expectation,											
	data analysis, determine target and method of											
	operation properly)											
	2.7 Intuitiveness (Consider from the ability of intuitive											
	work improvement to be more efficiency and provide											
	some useful suggestions)											
	2.8 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)

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

Section 3 Assessor's Remark

3.1 Remarks for the strength and for improvement of the assessee

1 st Evaluation	2 nd Evaluation
Strength / Proficiency	Strength / Proficiency
Area that needs to improve/solve	Area that needs to improve/solve

3.2 Remarks about employment

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

Section 4 Remarks of above assessor

1 st Evaluation	2 nd Evaluation
() Agree with the above mentioned evaluation	() Agree with the above mentioned evaluation
() Disagreement with the above mentioned	() Disagreement with the above mentioned
evaluation as follows	evaluation as follows
(1) To mark the evaluation	(1) To mark the evaluation
(2) Improvement/Solve	(2) Improvement/Solve
(3) End of Employment	(3) End of Employment
Cignatura	Cignoture
Signature	Signature
() Position	() Position
Date	Date

Section 5 Remarks of above assessor (Additional)

1 st Evaluation	2 nd Evaluation
() Agree with the above mentioned evaluation	() Agree with the above mentioned evaluation
() Disagreement with the above mentioned	() Disagreement with the above mentioned
evaluation as follows	evaluation as follows
(4) To mark the evaluation	(1) To mark the evaluation
(5) Improvement/Solve	(2) Improvement/Solve
(6) End of Employment	(3) End of Employment
Signature	Signature
Position	Position
Date	Date

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

1 st Evaluation	2 nd Evaluation
() Agree with the above mentioned evaluation	() Agree with the above mentioned evaluation
() Disagreement with the above mentioned	() Disagreement with the above mentioned evaluation
evaluation as follows	as follows
(4) To mark the evaluation	(1) To mark the evaluation
(5) Improvement/Solve	(2) Improvement/Solve
(6) End of Employment	(3) End of Employment
Signature.	Signature.
()	()
Position	Position
Date	Date

Section 7 Acknowledgement of evaluation

1 st Evaluation	2 nd Evaluation
Assessee sign the acknowledgement of evaluation	Assessee sign the acknowledgement of evaluation
Signature Assessee	Signature Assessee
()	()
Position	Position
Date	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	Duration of	Signature		
	Target Output	work	Assignor	Assignee	D/M/Y
1					
2					
3					
4					
5					
6					
7					