



## FACULTY PERFORMANCE EVALUATION FORM (MEDICAL)



PART 1. PERSONAL INFORMATION		
Name	Title of Position	Grade of Post
Employed Since	Appointment Type	Department / Institute / Lab
Period covered by report: From _____ To _____		

### PART 2. RESEARCH AND SCHOLARSHIP

#### 2.1 RESEARCH PROJECTS UNDERTAKEN (Current year)

1. Project Title: _____ _____ Date of initiation: _____ Anticipated date of completion: _____ Funding for this project: <input type="checkbox"/> HEC <input type="checkbox"/> PMRC <input type="checkbox"/> UNIV Other _____
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*(Please add additional sheets (where applicable))*

#### 2.2 SEMINAR / CONFERENCES / WORKSHOPS (Please add additional sheets if required)

<b>ATTENDED</b>	<b>ORGANIZED</b>
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*(Please provide participant feedback forms for activities which were arranged by the respondent)*

#### 2.3 PERSONAL RESEARCH PUBLICATIONS

##### 2.3.1 National/ International Journals

Number of papers published in HEC recognized national / international indexed journals (for current year): \_\_\_\_\_

Provide below reference of the published research paper (please use additional sheets where applicable)

- 1.
- 2.
- 3.

## 2.4 BOOKS WRITTEN (Current year)

Provide reference of book/s, chapter/s of books, monograph/s or any other formal scientific activity:

- 1.
- 2.

## PART 3. TEACHING (weekly/monthly)

### 3.1 TEACHING LOAD

#### Lecture/teaching

SR. NO	DATE	TIMINGS	TOPIC	STUDENT FEEDBACK FORMS SUBMITTED WITH QEC
1				
2				
3				
4				
5				
6				
7				
8				

### 3.2 SUPERVISION OF RESEARCH

#### Number of publication/s of student/s under supervision

SR. NO	NAME OF STUDENT	LOCAL	INTERNATIONAL	REFERENCE
1				
2				
3				

### 3.3 CURRICULUM RELATED

New programs developed within field of interest:

- 1.
- 2.
- 3.

Number of MCQ's developed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director ORIC

## PART 4. GENERAL EVALUATION

Outstanding 90 – 100 Above average 80 – 89.9 High average 70 - 79.9 Average 60 – 69.9	(7.14)Excellent	(6)Proficient	(5)Average	(3) Needs Improvement	(0)Unsatisfactor	Total
<b>Performance Factors:</b>						
<b>Maximum points for each trait is 7.14</b>						
1) <u>Job Knowledge / Skills</u> To what extent does the employee maintain a satisfactory level of job knowledge and job skills?						
2) <u>Quality of Work</u> To what extent does the employee's work meet the required quality standards, i.e., accuracy, neatness and thoroughness?						
3) <u>Productivity</u> To what extent does the employee accomplish the quantity of work expected of the job assigned and use time and resources appropriately?						
4) <u>Class Control</u> To what extent does the employee has control on class?						
5) <u>Reliability</u> To what extent does the employee perform work consistently without close supervision or assistance?						
6) <u>Adaptability</u> To what extent does the employee readily adapt to new situations and changes in routines, work load, and work assignments?						
7) <u>Initiative</u> To what extent do the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job, and take appropriate action without instruction or urging?						
8) <u>Attendance</u> To what extent does the employee maintain satisfactory attendance in regard to tardiness, early departures, absences, and working assigned schedule?						
9) <u>Relations with others</u> To what extent does the employee establish effective working relationships when dealing with others (supervisors, co-workers, patients, the public, etc.) and promote the effectiveness of other employees?						
10) <u>Adhere to Policies and Procedures</u> To what extent does the employee follow College specific policies and procedures (i.e., safety, dress policy, professionalism and administrative policies and procedures)?						
11) <u>Planning and Analytical Ability</u> To what extent does the employee demonstrate the skills to analyze, solve problems and prioritize?						
12) <u>Managerial Skills</u> To what extent does the employee effectively work well with and through others to complete assignments in a timely and productive manner demonstrating a commitment to customer service?						
13) <u>Communication Skills</u> To what extent can the employee effectively express himself/herself orally and in writing including correspondence, reports, and presentations at conferences, seminars, workshops, etc., as required by the job?						
14) <u>Lecture Preparation</u> How does employee prepare lecture? Does he/she properly prepare slides or notes to deliver lecture in class and have full command over the topic?						
<b>Total</b>						

**1. Personality:** How is the incumbent in person?

**2. Communication skills:** How are the incumbent's interpersonal and communication skills?

**3. Organizational skills:** How well organized is the incumbent, especially in terms of punctuality in submitting assignments, department-level research project reports and student-related project reports?

**4. Any other observations/suggestions:**

\_\_\_\_\_  
Signature of HoD

\_\_\_\_\_  
Signature of Manger HR

\_\_\_\_\_  
Signature of Deputy CE

**REMARKS BY CEO/PRINCIPAL**


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Signature of CE