

**Performance Appraisal Form – Support Staff**

**Mahidol University**

**Part 1: Personal Data**

**Name**  ..................................................................................................... **Position** ..............................................................................................................

**Department / Division** ..................................................................... **Faculty/Institute** ..............................................................................................................

**Appraisal Period**

* 1st ( 1 July 20...... – 31 December 20.......) 🞅 2nd ( 1 January 20........ – 30 June 20.........)

**Appraiser** (Immediate Supervisory) .................................................................................................................................................

**Part 2: Performance Agreement (PA):** The performance appraisal is evaluated in relations to the PA discussed at the beginning period.The appraiser evaluates the academic staff according to the Performance Agreement, which both have discussed, prior to the period of appraisal.

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| Performance Agreement | Weight  (%) | Key Performance Indicators (KPI) | | | | | Score | | | | | Score  X  Weight |
| Quantity | Quality | Time | Worthiness Efficiency | Satisfaction | A  (10-9) | B  (8-7) | C  (6-5) | D  (4-3) | E  (2-0) |  |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |

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| Performance Agreement | Weight  (%) | Key Performance Indicators (KPI) | | | | | Score | | | | | Score  X  Weight |
| Quantity | Quality | Time | Worthiness Efficiency | Satisfaction | A  (10-9) | B  (8-7) | C  (6-5) | D  (4-3) | E  (2-0) |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Appraisal Score** | | | | | | | | | | | |  |
| **Performance Score as 80% of Total Appraisal Score**\* | | | | | | | | | | | |  |

***\* Performance Score as 80% of Total Appraisal Score = (Collected Performance Score / Total Collected Performance Score) X 0.8***

Name........................................................ Name ........................................................

(Appraisee)  **(**Immediate Supervisory)

Date................./..................../.................... Date................./..................../....................

**Part 3: Core Competency**

3.1 Evaluate core competencies according to the definitions provided.

| **Core Competency** | **Rarely (0-30%)** | | | **Sometimes (31-60%)** | | | **Often (61-80%)** | | | **Always (81-100%)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| 1. **Mastery:** Having self-confidence and being capable of controlling their mind and thinking. Being persistent in self-development to be knowledgeable about their assigned tasks. |  |  |  |  |  |  |  |  |  |  |  |
| 2. **Altruism:** Volunteering to support even without request. Dedicating oneself to public benefit to achieve their assigned tasks. |  |  |  |  |  |  |  |  |  |  |  |
| 3. **Harmony:** Being a good listener, respectful, perceiving others' values, working well with colleagues regardless of differences, participating in discussions, planning together to achieve success in shared goals. |  |  |  |  |  |  |  |  |  |  |  |
| 4. **Integrity:** Being honest, keeping one's word, being believable, working based on fairness and justice and having professional ethics. |  |  |  |  |  |  |  |  |  |  |  |
| 5. **Determination:** Being determined to achieve the assigned tasks regardless of challenges and difficulties. |  |  |  |  |  |  |  |  |  |  |  |
| 6. **Originality:** Expressing an opinion, being creative, adjusting and improving work method in order to produce excellent work. |  |  |  |  |  |  |  |  |  |  |  |
| 7. **Leadership:** Being a difference maker, creating dynamic changes with the ability to communicate and  persuade other people to trust one another and cooperate to bring those changes into effect. |  |  |  |  |  |  |  |  |  |  |  |
| **Result of core competency evaluation in percentage 20 %**  **Score in total (M+A+H+I+D+O+L) ÷ 70 ) X 20** |  | | | | | | | | | | |

**3.2 Total Appraisal Score (Performance + Core Competency) = 100%**

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| **Appraisal Score** | **Weight (%)** | **Score** |
| **Part 2 Performance** | **80%** |  |
| **Part 3 Core Competency** | **20%** |  |
| **Total (Part 2+Part 3)** | **100%** |  |

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| **Part 4 Summary**   * 1. **Total Score (Performance + Competency)** * Excellent = 90.00-100.00 points * Very Good = 80.00-89.99 points * Good = 70.00-79.99 points * Fair = 60.00-69.99 points * Need to Improve = less than 60.00 points | * 1. **Strengths:**   …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………… |
| * 1. **Areas for Improvement**   ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | |

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| **Part 5 Comments and Suggestions.**  **5.1 Other suggestions (by immediate supervisory)**  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  **Name** ........................................................  **( )**  **Date**................./..................../.................... | **5.2 Short-term Development Plan (6-12 months)**  ……………………………………………………………………………………………………………………….………………………..  ……………………………………………………………………………………………………………………….………………………..  ……………………………………………………………………………………………………………………….………………………..  **Name** ........................................................  **( )**  **Date**................./..................../.................... |

**Committee of Assessment’s comments**

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**Final Evaluation Feedback**

🞅 Accepted Comments…...................................................................................................................................................................................................................................

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Name .................................................................. Appraisee

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Date ................/................./....................