



SPORTS AUTHORITY OF INDIA

PERFORMANCE APPRAISAL FOR CONTRACTUAL EMPLOYEE

EMPLOYEE INFORMATION

Name: _____
Designation: _____
Division: _____
Review Period: _____

Employee ID:

Date: _____

Reporting Officer: _____

SELF EVALUATION-

1. **General Duties / Responsibilities**

2. **Goals Achievements (Achieved / to be Achieved)**

3. **Obstacles**

4. **Opportunities**

5. **Strengths**

6. **Weakness**

**(Name and Designation
Of Contract staff)**

PERFORMANCE EVALUATION – (evaluation by the Reporting Officer)

(Each column to be filled. Maximum mark to be 10 per column)

S.No.	Subject	Marking
1	Job Knowledge	
2	Work Quality	
3	Attendance/Punctuality	
4	Initiativeness	
5	Dependability	
6	Communication Skills & Attentiveness	
7	Work Attitude	
8	Relationship with co-workers / General Behavior	
9	Accomplishment of Work Allocated	
10	Discipline	
	TOTAL (out of 100)	

Recommendation for retention: Yes./No

**(Name and Designation
Of Reporting Officer)**