



Performance Evaluation Report for Contractual staffs under JRHMS, Jharkhand



**Jharkhand Rural Health Mission Society Performance Indicator Performa for  
Part 1**

Name of the Employee:

Designation

Date of Joining (DD/MM/YY)

Assessment Period From to (DD/MM/YY)

Reporting officers/Supervisory:

Sl.No.	Indicators for minimum level of Performance	Total Weightage	Marking given to self on the set indicators	Marking given by the Immediate Supervisor on the set indicators	Marking given by the second Supervisor on the set Indicators
1					
2					
3					
4					
5					
6					

Dated:

Confidential

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Signature: Staff

Immediate Supervisor

Second Supervisor

7					
8					
9					
10					
11					
12					
13	Weightage % of the marks obtained				
14	<b><u>Total score obtained</u></b>				

Dated:

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Signature: Staff

Immediate Supervisor

Second Supervisor

Part 2: Staff/Supervisor's Comments		
Comment	Staff Response:	1 <sup>st</sup> Supervisor Comments:
Do you require any special training to do your job better? (Area of improvement)		
Do you feel a need for a better environment / support to do your job better?		
Have you faced any form of harassment be it physical, sexual or mental while working on this job?		
Challenges faced for the execution of the work		

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Signature: Staff

Immediate Supervisor

Second Supervisor



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<b>Personal learning plan to be developed by the individual</b>		
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### Part 3: Comments on the performance by the Second Supervisor

<b>Competency Areas</b>	<b>Comment to be provided by the 2<sup>nd</sup> supervisor</b>
Technical Knowledge:	
Quality of Work:	
Quantity of Work (Drive for Results):	
Team work:	
<b>Signature of the Second Supervisor</b>	

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Signature: Staff

Immediate Supervisor

Second Supervisor



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Points to be noted:

This format will be divided into three parts:

Part 1 To be filled by the employee; First Supervisor and Second supervisor. The percentage weight of the scores is 20%, 50% and 30% respectively.

If an employee is having only one supervisor than the entire 80% of the marking would be with the second supervisor i.e the DIC at the state.

Both the supervisor should focus on the minimum level of performances in accordance with the set indicators.

Part 2 The individual should fill in the staff responses portion, all columns should be fill in, if not filled it would be considered NA.

Part 3 In this part the second supervisor should provide comment in the respective competency areas with the consent with the first supervisor.

### **Method of marking:**

(I) Suppose that the total mark provided by self is 80 out of 100.

Since the percentage value is 20

Than it will be  $(80 \times 20)$  divided by 100 equals 16 -----I

(II) Suppose that the total mark provided by the Immediate Supervisor is 40 out of 100.

Since the percentage value is 50

Than it will be  $(40 \times 50)$  divided by 100 equals 20 -----II

(III) Suppose that the total mark provided by the Second Supervisor is 30 out of 100.

Since the percentage value is 30

Than it will be  $(30 \times 30)$  divided by 100 equals 12 -----III

Total score obtained by the candidate will be a sum of (I + II + III)

$16 + 20 + 12 = \mathbf{48}$  (is the Total Score Obtained by the candidate).

Dated:

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Signature: Staff

Immediate Supervisor

Second Supervisor