

UNIVERSITY OF ENGINEERING & TECHNOLOGY, TAXILA ANNUAL CONFIDENTIAL REPORT

FOR THE PERIOD (_____ to _____)

1. Name _____

2. Designation _____ Department _____

3. Major Assignment of the year (a) _____

(b) _____

(c) _____

4. Overall rating of work: (Please initial box after doing detailed evaluation under Item No. 6 overleaf.

UNSATISFACTORY (Performance in many important respects is deficient).

FAIR (Performance in some respects is deficient).

SATISFACTORY (Performance meets most requirements)

GOOD (Performance in most respects is of basic requirement).

EXCELLENT (Performance in most respects is superior).

OUTSTANDING (Performance is clearly admirable).

5. Remarks, if any.

NAME & SIGNATURE OF
REPORTING OFFICER
WITH DATE

NAME & SIGNATURE OF
COUNTERSIGNING
AUTHORITY
WITH DATE

6. Evaluation (please encircle appropriate number six (6) being the highest score.

A. PROFESSIONAL

Output Quantity : (Pace and volume of work)	1	2	3	4	5	6
Output Quality : (accuracy and quality of completed project of work assignment.)	1	2	3	4	5	6
Competence : (in field/subjectof specilization/ assignment)	1	2	3	4	5	6
Expression : (facility and skill of writing and speech).	1	2	3	4	5	6
Supervision : (ability to plan, guide and take work).	1	2	3	4	5	6
Sense of Duty : (Perseverance and consistency in attending duty).	1	2	3	4	5	6

B. PERSONALITY

Resourcefulness : (ideas, initiative, confidence and drive)	1	2	3	4	5	6
Cooperation : (extending and eliciting cooperation from colleagues/subordinates).	1	2	3	4	5	6
Integrity : (moral, financial, commitment to goals of the organization).	1	2	3	4	5	6
Punctuality : (in attending official work, achieving targets).	1	2	3	4	5	6
Emotional Stability : (self-control, clear thinking and sense of direction in tense situation).	1	2	3	4	5	6