



MEDICAL TEACHING INSTITUTION MMC Mardan



PERFORMANCE REVIEW SUPERVISORY/ MANAGERIAL STAFF

Form No: _____

ISSUE DATE:

APPRAISAL PERIOD: Jan 2025 – Dec 2025

SUBMISSION DATE:

Personal No:		Employee Name:	
Designation:		Department:	
Employment Type: (Civil/MTI)		Current Place of Duty:	

Excellent (05 Points), Good (04 Points), Average (03 Points), Needs Improvement (02 Points), Poor (01 Point).

<i>Evaluation Factors</i>		Evaluation score Supervisor Evaluation.
Core Job Performance	1. Manages multiple tasks effectively and prioritizes tasks appropriately	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	2. Performs assigned tasks with a high degree of accuracy and attention to detail.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	3. Recognizes issues and discrepancies in routine work performed by the subordinates and reports them appropriately.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	4. Maintains organized and accurate records, files, and documentation of staff working.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	5. Exhibits strong verbal and written communication skills, ensuring all reports and documents are clear, accurate, and professional	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	6. Provides responsive, respectful, and effective service to patients, colleagues, and other departments.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	7. Takes ownership of responsibilities, seeks initiative, and acts without needing constant direction.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	8. Adjusts effectively to changing priorities, procedures, and technology adopted by the institute and maintain confidentiality.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	9. Effectively executes emergency response plans, liaison with relevant departments, prioritizing safety and coordinating seamless action effectively.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	10. Demonstrates proficiency in relevant office applications (Ms Office etc) and institution software (HMIS) to improve accuracy.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	11. Operates standard office equipment (printer, photocopier, scanner) efficiently and reports faults	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
Work Behavior	12. Maintains a calm, positive, and professional attitude under pressure	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	13. Work well in team and with other department also assigned task to subordinates appropriately	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	14. Actively seeks, accepts, and incorporates constructive feedback from supervisors and seniors	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	15. Reports on duty on time, avoid unnecessary absenteeism	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	16. Behave respectfully and professionally with all senior, colleagues, subordinates, visitors and patients.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
Policy Adherence & Compliance:	17. Consistently follows all established institutional policies, procedures, and safety protocols.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	18. Demonstrates trustworthiness, integrity and handles hospital property responsibly	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	19. Maintain Professional attire clean & tidy, with ID card all the time also ensure this compliance in their department.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
	20. Performs all tasks as outlined in the job description and as assigned by management.	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5

Total Score (Out of 100) _____

Any addition degree/diploma/certificate attained by employee	
Degree/Diploma/Certification Title	Status (E.g., Completed, In Progress)

Areas for Development & Improvement if any: <input type="checkbox"/> Yes , <input type="checkbox"/> No	
Training Area	Reason for Training (Choose based on discussion)

Disciplinary actions recorded during the tenure, if any, mention no. of explanation, show cause or any other critical incident in which the employee may involve:

Any Comments/Remarks/Suggestion (Supervisor):

Supervisor Name: _____ *Designation:* _____

Supervisor/HOD Evaluator Sign: _____

HR Department Comments/Remarks/Suggestion:

HR DEPARTMENT

COMPETENT AUTHORITY

EVALUATION RATING			
Outstanding 81-100	Satisfactory 61-80	Need Improvement 41-60	Not acceptable Below 40

