



MEDICAL TEACHING INSTITUTION MMC Mardan



PERFORMANCE REVIEW

GENERAL 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. Apply necessary knowledge and skills to perform all assigned duties.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	2. Perform all your job duties and assigned task.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	3. Completes duties in a timely manner and manages workload effectively with minimum errors.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	4. Recognizes issues and problems in routine work and reports them appropriately.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	5. Maintain a clean and hygienic work environment.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	6. Use materials, supplies, and equipment responsibly and efficiently report any maintenance/fault/damage timely.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	7. Correctly follows the specific steps and methods required for the job.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	8. Ability to work independently with minimal supervision	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	9. Maintains accurate and timely records as required by the role.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
Work Behavior	10. Maintains a calm, positive, and professional attitude even under pressure	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	11. Actively seeks, accepts and follow feedback from supervisors and seniors	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	12. Reports on duty on time, avoid unnecessary absenteeism	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	13. Treats all patients, visitors, senior, colleagues, and subordinates with dignity, courtesy, and cultural sensitivity.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	14. Demonstrate strong ethical principles and integrity in work.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
Policy Adherence & Compliance	15. Compliance to Special Duty	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	16. Maintains strict confidentiality of sensitive information and records and never discloses privileged information to unauthorized individuals.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	17. Consistently follows all established institutional policies, procedures, and safety protocols.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	18. Demonstrates trustworthiness and handles hospital property responsibly	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	19. Wears the prescribed uniform clean, tidy, and with ID card at all times.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
	20. Performs all tasks as outlined in the job description and as assigned by management.	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="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