



Performance Evaluation Form for Non-Teaching Personnel

Rangsit University

For: Academic year.....

Instruction: Part 1 For evaluated person

Part 2 For evaluator

Part 1: For evaluated person

1.1 Profile

Name-Surname..... Age.....

Faculty/Office.....

Highest education level.....Date of starting work.....

Position..... Department/Office.....

Immediate superior's positionName-Surname.....

1.2 Jobs and Responsibilities

1.2.1 Main tasks and duties

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1.2.2 Additionally assigned tasks and duties

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1.4 Self-development towards job duties

Self-development refers to your participation in activities or events to gain self-knowledge as well as work skills for self-development and the benefits of the organization.

Topic	Type	Duration	Organizer	Benefits gained
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“Types” refers to training, seminar, academic seminar, visit, internship, conference, etc.

1.5 Work performance development

Work performance	Yes/No	Details
1. Reporting job duties in a PDCA format		
2. Reporting the operation in the responsible project in a PDCA format		
3. Designing a procedure that promotes productivity		
4. Producing a work manual or a material that promotes knowledge for effective work		
5. Developing an effective tool, equipment, or software		

Signature.....Evaluated person

(.....)

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Criteria for Performance Evaluation for Non-Teaching Personnel

	องค์ประกอบและตัวชี้วัด	Weight %		Points earned (0-4)			Weighted score		
		Head/ Deputy director	Officer	Self- evaluation	Evaluated by superior	Evaluated by the University	Self- evaluation	Evaluated by superior (100 or 70)	Evaluated by the University (N/A or 30)
1	Work quality and productivity	30	30						
	1.1 Work accuracy	15	10						
	1.2 Productivity	10	10						
	1.3 Workload according to job duties	3	5						
	1.4 Work assigned additionally to job duties	2	5						
2	Performance	50	40						
	2.1 Job knowledge and competencies	15	10						
	2.2 Dependability/attentiveness	10	10						
	2.3 Collaboration at work	7.5	5						
	2.4 Resource management	5	5						
	2.5 Communicative skills	5	5						
	2.6 Problem-solving skills	7.5	5						
3	Behavior/Characteristics	10	20						
	3.1 Service-mindedness	2	5						
	3.2 Compliance with regulations	2	3						
	3.3 Dedication to work	2	6						
	3.4 Participation in activities organized by the college/faculty/institute/department/office/university	2	3						
	3.5 Protection of the best interest of the university	2	3						
4	Self-development towards job duties	5	5						
5	Work performance development	5	5						
	Total weighted score from 5 points of evaluation	100	100						

หมายเหตุ : Weighted score = (weighted score obtained in each point of evaluation x point earned) /4

Point earned refers to a point ranging from 1-4 as specified in the explanations for scoring based on the quality of the evaluated person's performance in activities

Weighted score as specified in each point of evaluation can be changed as appropriate, but the total score in each of the 5 points of evaluation must be 100 points.

Additional tasks directly assigned by the university are jointly evaluated by the university (70%) and the supervising superior (30%).

Signature..... Evaluated person

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Signature..... Superior

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Opinion given by the superior

1) Opinions towards the evaluated person in 5 points of evaluation

- Work quality and productivity

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- Performance

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- Behavior/Characteristics

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- Administrative skills/work performance development

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2) Planning for personnel development and training courses that the evaluated person is recommended to participate in

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3) Summarized opinions given by the superior

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Signature.....Superior

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Position.....

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