

**PERFORMANCE APPRAISAL FORM (SAILORS)**

Rate / Name / Off. No :

Branch :

Ship / Establishment :

The title of course followed at NMA :

Evaluation date :

**A. Specific Job skills :**

1. Has appropriate knowledge on profession as per his / her seniority.

1	2	3	4	5	6	7	8	9	10
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2. Has appropriate skill to perform a job.

1	2	3	4	5	6	7	8	9	10
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3. Able to learn and use new machinery / Technology Appropriately.

1	2	3	4	5	6	7	8	9	10
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**B. Productivity:**

1. Work completion is consistently high.

1	2	3	4	5	6	7	8	9	10
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2. Make effective use of resources available to accomplish all assignments.

1	2	3	4	5	6	7	8	9	10
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**C. Organizational skills.**

1. Performs task in an organized and efficient manner.

1	2	3	4	5	6	7	8	9	10
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2. Handle multiple activities simultaneously.

1	2	3	4	5	6	7	8	9	10
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3. Make effective use of time.

1	2	3	4	5	6	7	8	9	10
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**D. Safety :**

1. Performs activities in a safe manner.

1	2	3	4	5	6	7	8	9	10
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2. Understand and supports the ship's /establishment safety programmes / orders.

1	2	3	4	5	6	7	8	9	10
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E. Initiative :

1. Demonstrate a 'self starter' attitude.

1	2	3	4	5	6	7	8	9	10
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2. Makes practical, workable suggestion for improvements.

1	2	3	4	5	6	7	8	9	10
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3. Commitment to self – improvement.

1	2	3	4	5	6	7	8	9	10
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F. Attitude:

1. Offers assistance willingly.

1	2	3	4	5	6	7	8	9	10
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2. Makes a positive contribution to morale.

1	2	3	4	5	6	7	8	9	10
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3. Shows pride .

1	2	3	4	5	6	7	8	9	10
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G. Communications :

1. Keep supervisory sailor informed of work progress.

1	2	3	4	5	6	7	8	9	10
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2. Reports necessary information correctly.

1	2	3	4	5	6	7	8	9	10
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3. Keeps and maintains all necessary written information that might required for specific assignment.

1	2	3	4	5	6	7	8	9	10
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H. Any other comments .....

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CO/Head of Department

**GUIDE TO ASSESSMENT**

**Assessment figure**

**Guide**

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|----|--------------------|
| 1  | Very poor          |
| 2  | Poor               |
| 3  | Below average      |
| 4  | Low average        |
| 5  | average            |
| 6  | above average      |
| 7  | Good               |
| 8  | Very Good          |
| 9  | Exceptionally Good |
| 10 | Excellent          |