



# CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Ministry of Human Resource Development Govt. of India)  
'Shiksha Sadan', 17, Rouse Avenue, (Opposite Bal Bhawan, Near ITO), New Delhi 110002

## Performance Evaluation/Appraisal Form for Extension of Contractual Services

Unit:		Place of Posting/Location:
Name of the candidate:	Designation:	Appointment/ Extension Letter No. with date:

Duration of last tenure or period covered: From: To:	Current Remuneration (Per Month):	Total length of service at CBSE:
Appraisal/Evaluation date:	Name of Reporting Officer:	Date of birth of candidate:

### Part: A (To be completed by Candidate/Appraisee)

**A1** State your understanding of your main duties and responsibilities.

### A2 Conversation points:

1. Has the past tenure been good/bad/satisfactory or otherwise for you, and why?

2. What do you consider to be your most important achievements of the past tenure?

3. What do you like and dislike about working for CBSE?

4. What elements of your job do you find most difficult?

5. What elements of your job interest you the most, and least?

6. What do you consider to be your most important aims and tasks in the next tenure?

7. What action could be taken to improve your performance in your current position by you, and Reporting Officer?

8. What kind of work or job would you like to be doing in next tenure?

9. What sort of experiences would benefit you in the next tenure? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

**A3** List the objectives you set out to achieve in the past tenure (or the period covered by this appraisal/evaluation)

**Objective**

**Remark/ Comment**

**A4** Enlist your own capability or knowledge in the following areas in terms of your current role requirements. Response should be YES or NO.

1. Decision Making	
2. Product/technical knowledge	
3. Time management	
4. Planning	
5. Reporting and administration	
6. Communication skills	
7. Delegation skills	
8. IT/equipment/machinery skills	
9. Meeting deadlines/commitments	
10. Creativity	
11. Problem-solving and decision-making	
12. Team-working and developing others	
13. Energy, determination and work-rate	
14. Steadiness under pressure	
15. Leadership and integrity	
16. Adaptability, flexibility, and mobility	
17. Personal appearance and image	

**A5** In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next tenure?

**Part B** To be completed during the appraisal by the appraiser/reporting officer - where appropriate and safe to do so, certain items can be completed by the appraiser before the appraisal, and then discussed and validated or amended in discussion with the appraisee during the appraisal.

**B1** Describe the purpose of the appraisee's job.

**Discuss and compare with self-appraisal entry in A1. Clarify job purpose and priorities where necessary.**

**B2** Review the completed discussion points in A2, and note the points of and action.

**B3** List the objectives that the appraisee/candidate set out to achieve in the past tenure (or the period covered by this appraisal)

**Compare with the self-appraisal in A3. Discuss and note points of significance.**

**Objective**

**Remark/ Comment**

**B4** Enlist the appraisee/candidate's capability or knowledge in the following areas in terms of current (and if applicable, next) role requirements

**Compare with the self-appraisal in B4 and note the agreed points.**

1. Decision Making	
2. Product/technical knowledge	
3. Time management	
4. Planning	
5. Reporting and administration	
6. Communication skills	
7. Delegation skills	
8. IT/equipment/machinery skills	
9. Meeting deadlines/commitments	
10. Creativity	
11. Problem-solving and decision-making	
12. Team-working and developing others	
13. Energy, determination and work-rate	
14. Steadiness under pressure	
15. Leadership and integrity	
16. Adaptability, flexibility, and mobility	
17. Personal appearance and image	

**B5** Discuss the appraisee/candidate's career direction options and wishes, and readiness for work.  
**Discuss with the reference to self-appraisal entry in A5.**

**B6** Discuss the skills, capabilities and experience required for competence in current role.

**B7 Extension of Services is recommended: YES or NO** (Tick any one)  
**Justification for recommendation:**

**Recommended fee/salary per month:**  
**Recommended tenure:**

**B8** Other issues (to be covered separately outside of this appraisal - continue on a separate sheet if necessary):

Signature with date by Appraisee/Candidate:

Signature with date by Appraiser/ Reporting Officer:

**NOTE: Completed Performance Evaluation/Appraisal Form along with the self attested copy(s) of all appointment letter(s)/extension letter(s)/qualifications/experience certificate(s) should be submitted by the Reporting Officer/ Appraiser in the office of the Joint Director, CBSE.**