

P4 Non-Teaching Staff

- A. Correspondent → Non-teaching Staff
- B. Principal → Non-teaching Staff
- C. Staff → Non-teaching Staff

Scale: **Very Poor** – **Poor** - Fair – **Good** – **Excellent**

A.B.C. Appraisal of NT-Staff by the Correspondent/Principal/Staff

1. Regularity (Vs. Absenteeism)
2. Conduct – Obedience to School policies
3. Perfect execution of duties – Cleanliness/Orderliness/Hardworking
4. Respect/Courtesy towards Management/Staff/Parents/Students
5. Sense of Belonging – Initiative, reports irregularities
6. Concern for the well-being and safety of students
7. Seeking proper permissions
8. Active presence in the place of duty – Is there when needed
9. Following promptly the directions given
10. Self-disciplined – inside and outside campus
11. Cooperation and collaboration with co-staff – a team-player
12. Honesty and sincerity
13. Dependability/ Sense of responsibility
14. Time-Efficiency/Management
15. Avoiding gossip and rumour-mongering

