# [School Name]

## Staff Appraisal: College Registrar

College Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **No.** | **Indicators** | **1** | **2** | **3** | **4** | **5** |
| **1** | College Registrar’s leadership skills. |  |  |  |  |  |
| **2** | College Registrar’s performance and output (e.g. organization of meetings, meeting deadlines, submitting minutes on time, etc). |  |  |  |  |  |
| **3** | College Registrar’s efficiency to ensuring smooth administrative work in the College |  |  |  |  |  |
| **4** | College Registrar effectively coordinates the work of the staff in the College. |  |  |  |  |  |
| **5** | College Registrar’s initiative to train and develop the non-teaching staff in the College |  |  |  |  |  |
| **6** | College Registrar has instituted measures to ensure the maintenance of neat and serene environment for academic work. |  |  |  |  |  |
| **7** | College Registrar has instituted measures to enhance the flow of information within the College |  |  |  |  |  |
| **8** | College Registrar effectively coordinates and gives progress report on the work of the various Deans and Heads of Department within the College to the Provost |  |  |  |  |  |
| **9** | College Registrar’s sense of innovativeness |  |  |  |  |  |
| **10** | College Registrar’s relationship with Provost |  |  |  |  |  |
| **11** | College Registrar’s relationship with Deans, Accountant, College Librarian, and Heads of Department |  |  |  |  |  |
| **12** | College Registrar’s relationship with subordinates |  |  |  |  |  |
| **13** | College Registrar’s relationship with students and Executives of Student bodies in the College. |  |  |  |  |  |
| **14** | College Registrar’s relationship with Academic Staff |  |  |  |  |  |
| **15** | College Registrar’s general appearance at work |  |  |  |  |  |
| **16** | College Registrar’s regularity at post. |  |  |  |  |  |
| **17** | College Registrar’s punctuality to work |  |  |  |  |  |
| **18** | College Registrar’s punctuality to meetings. |  |  |  |  |  |
| **19** | Availability of protective equipment for personnel |  |  |  |  |  |
| **20** | Availability of logistics(Tools, equipment, etc) |  |  |  |  |  |

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| **Grading: 1=Very Good; 2=Good; 3=Average;4=Below Average; 5=Needs Immediate Improvement** |

**Comments:**