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**Operation report**

**Performance evaluation results screening committee**

**Department...........................................................................................................**

Dear University President,

According to the meeting number ............................., which took place on ........................................., the performance evaluation screening committee affiliated with the department ..................................................................................................... has reviewed the performance evaluation results from evaluation period B.E. .... (from 1 July .... B.E. to 30 June .... B.E.). The results are as follows:

**1. Performance evaluation results summary of affiliated personnel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation result level** | **Academic Position** | | **Support Position** | | **Notes** |
| **Count** | **Percentage** | **Count** | **Percentage** |
| Excellent 90.00 - 100.00 points |  |  |  |  |  |
| Great 80.00 - 89.99 points |  |  |  |  |  |
| Good 70.00 - 79.99 points |  |  |  |  |  |
| Average 60.00 - 69.99 points |  |  |  |  |  |
| Needs improvement Below 60.00 points |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**2. Methods executed to ensure standards and fairness in performance evaluation:** Put a √ mark in the “Executed” or “Omitted” column. If a √ mark is put in the “Omitted” field, please specify the reason.

| **Item** | **Executed** | **Omitted** | **Reason of omission** |
| --- | --- | --- | --- |
| 1. Appointing a performance evaluation committee |  |  |  |
| 1.1 The body of the evaluation committee complies with the regulations. |  |  |  |
| 1.2 Related parties were informed of the committee appointment order. |  |  |  |
| 2. Producing a Performance Agreement (PA) |  |  |  |
| 2.1 The evaluator and the subject formed a PA and both signed it. |  |  |  |
| 2.2 The production of the PA is done within the time period stated in the regulations. |  |  |  |
| 2.3 The evaluator and the subject have reached an agreement on a clear and concrete work weight, metrics, target, and evaluation criteria. |  |  |  |
| 3. Elements used in the performance evaluation |  |  |  |
| 3.1 The performance score is proportionate, with Performance accounting for 80% of the score and Core Competency for 20%. |  |  |  |
| 3.2 Performance evaluation in accordance with prior PA |  |  |  |
| 3.3 Core Competency evaluation |  |  |  |
| 3.4 Functional Competency evaluation |  |  |  |
| 3.5 Managerial Competency evaluation (management positions only) |  |  |  |
| 4. Performance evaluation |  |  |  |
| 4.1 The performance evaluation committee has collectively reviewed the results. |  |  |  |
| 4.2 The performance results evaluation is done within the time period stated in the regulations. |  |  |  |
| 4.3 The evaluator has notified the subject of their strengths and areas of improvement; the subject has acknowledged such information; and both have signed the form. |  |  |  |
| 4.4 The evaluator and the subject have developed an Individual Development Plan. |  |  |  |
| 5. Usage of technology in the performance evaluation |  |  |  |
| 5.1 Performance evaluation |  |  |  |
| 5.2 Competency evaluation |  |  |  |
| 6. The evaluation results are stored in a way that is easy to access. |  |  |  |
| 7. The department made an additional announcement including work weight, metrics, and targets, which are not covered by the regulation. |  |  |  |
| 8. The performance evaluation results screening committee |  |  |  |
| 8.1 The body of the screening committee complies with the regulations. |  |  |  |
| 8.2 The screening committee was assigned to cross-check the evaluation results and salary adjustments for the entire department. |  |  |  |
| 8.3 The screening committee was assigned to review the budget allocation for salary adjustments of a division in a department. |  |  |  |
| Others (specify) ............................................................................................................................. ............................................................................................................................. |  |  |  |

**3. Did any complaints arise from the performance evaluation?**

🞏 No.

* Yes, there are ...... complaint(s) (please specify subject(s)) .........................................................................................

**4. Comments and feedback on the performance evaluation system**

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(Signed)...........................................................................

(................................................................................)

President, Performance evaluation results screening committee

Date ............../……......../.............