Example: Measuring the performance of an administrative staff at Of Technology Faculty

O F T E C H N O L O G Y FACULTY ADMINISTRATIVE STAFF PERFORMANCE CRITERIA				SCORE	PERFORMANCE SCORE	
Name and Surname						
Job Title						
Place of Duty	Of Technology Faculty					
Office to which he/she is attached	Faculty Secretariat					
Year of Evaluation	2017	2018	2019			
IT programs used (8 points)	Office			1		
	Web Design			2		
	E-budget			1		
	Salary			1		
	Movable Goods			1		
	Accounting			1		
	Other			1		
Total number of annual and compassionate leaves and number of reported days.				2		
Number of in-service courses attended.				5		
Number of Web domains to be updated.				6		
Number of documents prepared.				2		
Number of documents found faulty and sent back.				5		
Number and amount of fines received for mistakes in their work.				10		
Number of technical equipment used (8 points)	Computer,			1		
	Copier, Printing Machine			1		
	Projection, Sound Systems			1		
	Optical Reader			2		
	Server			1		
	CCTV Security Camera System			1		
	Scanner and Other			1		
Number of written and verbal complaints filed against.				5		
Number of disciplinary actions or letters of criticism received at work.				7		
Number of subordinates working with you.				1		
Number of organizations he/she took part in within or outside his/her unit.				5		
Number of appreciation, thanks and salary awards received.				10		
Number of e-mails responded on behalf of the unit.				2		
Number of risky and sensitive tasks assigned to him/her due to his/her duty.				8		
Progress in education and training while in office, number of diplomas received.				7		
The number of resources prepared for his/her work.				7		
General Opinion (Loyalty, harmony, impartiality, professional knowledge, dress, etc.)				2		
TOTAL				100		