**Performance Review**

**Appraisal Score**

**Name: Appraiser**

**Designation: Annual Attendance:**

**Department: Review Date:**

**Rating scale:**

1.Did not meet expectation.

2. Mixed expectation and performs competently.

3.Mixed performance and need improvement.

4. Exceeds most expectations.

5. Exceptional-Consistently exceeds expectations.

**Please rate yourself on the basis of rating scale.**

1. **PERFORMANCE FACTORS RATING SCALE**

**JOB KNOWLEDGE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates understanding of knowledge, Skills,

processes, equipment operation, procedures and

 resources necessary to perform the essential

 functions of the Job and work assignments.

**JUSTIFY:**

**QUALITY OF WORK:**

Demonstrates timely completion of work; able to

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

adjust to changes in work demands to meet

expected timetables; works at sufficient volume

to perform the essential functions of the job and

the work assigned.

**JUSTIFY:**

**QUANTITY OF WORK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates accuracy, completeness and follow

through of work; delivers work product in a near

and acceptable format; displays pride and professionalism in work.

**JUSTIFY:**

**RESPONSIBILITY AND DEPENDABILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates ownership of assigned work; accepts

responsibility for their performance; accepts new

assignment; fulfills commitments, meets deadline and

 achieves expected results; exercise good judgment

according to essential function of the job and the work

 assigned.

**JUSTIFY:**

**ATTENDANCE /PUNCTUALITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates reliability in being available for work;

 conforms to work hours, timely attendance at meeting

 & other work present. Absences are properly scheduled

 and reported.

**JUSTIFY:**

**COMMUNICATION AND INTERPERSONAL RELATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates ability to express opinions, work

plans clearly and concisely through written/verbal

and behavioral approach. Demonstrates respect

 for others, including supervisors, subordinates &

 peers; communicates and relates effectively with

coworkers, supervisors and others; uses tact &

diplomacy, acts professionally.

JUSTIFY:

**EFFECTIVE USE OF TIME**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates self-management skills, including

time management, planning, scheduling, prioritizing

 and completing work responsibilities and job assignments in accordance with expectations & job functions.

JUSTIFY:

**REPORTING MANAGEMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates timely reporting to supervisor regarding

 competitor’s activities, industry analysis, analysis of

 reports and taking actions for such reports presented

by subordinates.

**JUSTIFY:**

**MAINTAINS OGANIZATIONAL CODE OF CONDUCT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Demonstrates self-Discipline, ensure honesty and loyalty regarding effective utilization of organizational resources, secrecy of organization information and strategies.

**JUSTIFY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

**PROBLEM SOLVING, ANALYSIS AND DECISSION MAKING**

Demonstrates ability to analyze and solve problems,

develop effective, innovative solutions and implements

 collective action swiftly.

**JUSTIFY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SELF** | **1** | **2** | **3** | **4** | **5** |
| **MANGER** | **1** | **2** | **3** | **4** | **5** |

**DELIGATION AND MONITORING**

Get things done from subordinates and authorizing them

 to make certain decisions, monitoring their performance.

**JUSTIFY:**

**LEADERSHIP,INTERGITY AND SELF DEVELOPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SELF | 1 | 2 | 3 | 4 | 5 |
| MANGER | 1 | 2 | 3 | 4 | 5 |

Ability to create trust lead by example, morals and

inspire team work among coworkers and subordinates,

provide guidance and opportunities to his/her staff for

their development and advancement.

**JUSTIFY:**

**To be filled by the Appraise**

1. State your understanding of your main duties and responsibilities?

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1. What do you consider the most important achievement of your career in this year?

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1. What additional responsibility would you like to take in the next year?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. What actions could be taken to improve your performance in your current position by you and your superior?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

1. What motivates you the most?
2. Better increment e) Promotion
3. Training and development f) Recognition
4. Secure Employment g) Designation
5. Creative and Challenging Work h) Role expansion
6. Is there any Grievance that you wish to bring into notice of the management? (Please do not hesitate, if genuine, the same will be looked into).

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1. What sort of Training Program will benefit you in the next year?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. If you have any compliments/comments/feedback relating to your work for you and organization to perform better,

Please specify.

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**(Appraiser's Signature)**