

Form (7.1): Performance Appraisal form.

Performance Appraisal for the FY

Employee Name: _____ Date: _____

Job Title: _____ Location: _____

Supervisor's Name: _____

Performance Review Period: _____

Employee

Instructions:

Please complete and return this self-evaluation to your supervisor by [date].

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review. If you have been employed by the company less than a year, substitute references to "since the last performance appraisal/review" with "since you were hired" and answer the questions accordingly.

1. List the goal assigned or expected from you in the year passed by.
2. List the goals achieved and could not achieve in the year passed by.
3. Your most significant accomplishments or contributions in last year. How do these achievements align with the goals/objectives outlined? Identify goals for the coming year and indicate how you plan to accomplish them.
4. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
5. What activities have you initiated, or actively participated in, to encourage teamwork within your group and/or office?
6. Describe your professional development you had in the last year and what are your aspirations for the next year? challenging projects, other—please describe.
7. Describe skills your need to upgrade and areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.
8. Evaluate yourself on all factors that apply to you since your last performance appraisal, or date of hire if employed here less than one year. If a category does not apply to you, indicate N/A.

Rating Scale:				
	5 - Outstanding/ Role Model	4 - Very good	3 - Good	
	2 - Satisfactory	1 - Inexperienced or Improvement Needed		
Sl.	Category	Self-Rating	HOD Rating	Management Rating
1	Technical Skills related to your specific job			
2	Technical Knowledge (up to date on industry/discipline news, articles and best practices)			
3	Contribution towards organizational goal			
4	Communication skills verbal/written (proposals / reports, letters, e-mails, feedback, presentations etc)			
5	Cost optimization			
6	Resource management			
7	Loyalty, Integrity & dependability			
8	Planning and execution			
9	Technical Skills and Technology upgradation			
10	Time Management & Organizational Skills			
11	Interpersonal Skills (positive attitude; ability to get along well with co-workers/ clients/ vendors)			
12	Decision Making			
13	Communication Skills—Verbal/Written (proposals/reports, letters, e-mails, etc.)			
14	Initiatives & problem-Solving attitude			
15	Collaboration/Teamwork			
16	Mentoring Skills			
17	Knowledge of company SOP & Policies			
18	Leadership Skills			
19	Handling and managing adverse conditions			
20	Professionalism (punctuality, attendance, leave discipline, behavior, conduct; responsiveness and follow through)			
	Overall			

9. List your 3 weaknesses and strengths.

Declaration:

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In case any information given in this declaration proves to be false or incorrect, I shall be responsible for the consequences.

Name:

Signature:

Submitted to: HOD / Project Head / Management

Received by:

Signature

Name

Designation/Appointment