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| --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | **Designation:** |  | **Set Date:** |  |
| **Department:** |  | **Reporting To:** |  | **Target Date:** |  |

| **S #** | **Performance Goals** | **Action To Be Taken To Achieve The Goal** | **Weightage** | **Standards of Performance** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | 3 | 4 | 5 | |
| **-75%** | **Unsatisfactory** | **Partially meet goals** | **Target** | **Ambition** | | |
| Fully meet goals | Stretch | | Dream |
| Exceed Goals | | Far Exceed Goals |
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Prepared By (Employee): Agreed By (HOD): Verified By (HR Dept.): Approved By (GM/MD):