

IT SERVICES PERFORMANCE APPRAISAL AND DEVELOPMENT PLAN

Overall Summary of Performance Appraisal

(1) Employee's Name: Anitha Atluri	(2) Department: IT Services	(3) Period Covered by This Appraisal: Nov 2016- Aug 2016
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APPRAISAL RATINGS

- 5 = Exceeds** Performance exceeds expectations and is consistently outstanding.
4 = More than Satisfactory. Performance consistently fulfills the job requirements and exceeds expectations.
3 = Satisfactory. Performance consistently fulfills the job requirements.
2 = Improvement Needed. Performance does not consistently meet the job requirements.
1 = Unsatisfactory. Performance consistently fails to meet the job requirements.

Provide an overall appraisal rating.

Overall Rating

0.000

SIGNATURES:

(All signatures as appropriate)

Immediate Supervisor

Date

Next Level of Supervision

Date

Department Head/ Unit Manager (*whichever is applicable*)

Date

My signature indicates neither agreement nor disagreement with the appraisal, but it does indicate that I have reviewed the appraisal, and have discussed it with my supervisor. I understand that I may complete the Employee Comments sheets as part of this appraisal.

Employee's Signature

Date

IT SERVICES PERFORMANCE APPRAISAL AND DEVELOPMENT PLAN

(1) Employee's Name Anitha Atluri	(2) Department IT Services	(3) Division APPLICATIONS
(4) Period Covered by This Appraisal Nov 2016- Aug 2016	(5) Supervisor's Name Janice D. Nelson	(6) Supervisor's Payroll Title Applications Software Support & Development Manager

Performance Evaluation

APPRIASIAL RATINGS

- 5 = Exceeds** Performance exceeds expectations and is consistently outstanding.
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Job Responsibilities:		Unsatisfactory	Improvement Needed	Satisfactory	More than Satisfactory	Exceeds
PERSONAL ACCOUNTABILTY FOR RESULTS						
Meets specified expectations and productivity standards	3					
Completes assignments, goals and objectives in a timely manner	3					
Displays concern for quality, accuracy, and completeness of work	3					
Achieves established objectives						
Takes responsibility for own actions						
TOTAL	0					
COMMENTS:						
ADAPTABILITY						
Adapts to changes in the work environment						
Demonstrates a willingness to learn new ways to accomplish work; new technology, procedures, and processes						
Responds appropriately to different personal styles of others						
Willingly modifies his/her preferred way of doing things when necessary						
TOTAL	0					
COMMENTS:						

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Job Responsibilities:		Unsatisfactory	Improvement Needed	Satisfactory	More than Satisfactory	Exceeds
INITIATIVE						
Works independently with minimal supervision or direction as required						
Seeks increased responsibility						
Demonstrates effective and timely decision making skills						
Demonstrates a proactive approach to tasks without reminders or prompts						
TOTAL	0					
COMMENTS:						
COMMUNICATIONS						
Speaks clearly so other can understand what is being said						
Creates documents and electronic communications using correct spelling, grammar and punctuation.						
Organizes and presents written information clearly so it is easily followed and understood						
Listens actively to ensure mutual understanding and shared learning						
TOTAL	0					
COMMENTS:						
COLLABORATIONS AND TEAMWORK						
Maintains effective working relationships						
Exhibits openness to others' views						
Works cooperatively in a group situation						
Contributes to building positive team spirit						
Offers assistance and support to co-workers						
Asks for help, when needed						
TOTAL						
COMMENTS:						

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Job Responsibilities:		Unsatisfactory	Improvement Needed	Satisfactory	More than Satisfactory	Exceeds
PERSONAL AND PROFESSIONAL CREDIBILITY						
Acts with integrity and sincerity; builds trust by keeping word commitments, and promises						
Respects confidentiality of information shared by others						
Demonstrates consistency and fairness						
Admits own mistakes; does not blame others						
Acts ethically; pursues goals, objectives, tasks, responsibilities and commitments in an ethical manner						
Refrains from misrepresenting him/herself for personal gain						
TOTAL	0					
COMMENTS:						
INNOVATIVE THINKING AND PROBLEM SOLVING						
Seeks out opportunities to improve, streamline, and/or reinvent work processes, products, services, procedures or technologies						
Approaches problems and opportunities using analysis and logical, systematic methods						
Determines the significance of issues/problems and carefully weights priorities						
Explore numerous potential solutions and evaluates each one carefully; weighs pros and cons						
Identifies possible causes for a problem						
TOTAL	0					
COMMENTS:						
CUSTOMER SERVICE						
Approaches each customer situation with a positive outlook						
Exhibits a pleasant and respectful manner to customers						
Responds promptly to customer needs and requests						
Resolves challenging customer situations effectively						
Goes the extra mile to satisfy customer needs and expectations						
Suggests ways to improve work processes to fulfill customer needs						

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TOTAL	
COMMENTS:	

Job Responsibilities:		Unsatisfactory	Improvement Needed	Satisfactory	More than Satisfactory	Exceeds
MANAGING PERFORMANCE AND DEVELOPING OTHERS						
Defines and communicates performance expectations clearly						
Holds employees accountable for performance expectations and standards						
Shares information and provides guidance to help others be more successful						
Provides effective coaching day-by-day						
Regularly meets with employees to review their performance and development progress						
Addresses inappropriate behavior timely						
Rewards employee behaviors that support organizational values and goals						
TOTAL	0					
COMMENTS:						
LEADERSHIP						
Remains focused on the big picture						
Assesses the impact of his/her decisions on others						
Assess and uses each person's strengths to best advantage						
Sets goals and develops plans to reach goals						
Gains support of others to accomplish the work						
Encourages and empowers staff to assume ownership of processes and/or problems						
TOTAL	0					
COMMENTS:						
ATTENDANCE						
Maintains regular attendance and is punctual						
Records time and attendance in keeping with specific departmental policies and procedures (Kronos punch, manual Kronos, etc.)						
Is ready to begin working at his/her designated start time						
Provides advance notice to management for planned time off and submits requests timely						

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Follows departmental procedures regarding unplanned absences or late arrivals	
Adheres to assigned lunch and break schedules	
TOTAL	0
COMMENTS:	

(1)	Employee's Name: Anitha Atluri	(2)	Department: IT Services	(3)	Period Covered by This Appraisal Nov 2016- Aug 2016
Job Responsibilities Averages:					
Personal Accountability Results	Adaptability	Initiative	Communication	Collaboration & Teamwork	Personal and Professional Creditability
0	0	0	0	0	0
Job Responsibilities Averages:					
Innovative and Problem	Customer Service	Managing Performance and Developing Others	Leadership	Attendance	
0	0	0	0	0	

Employee Goals and Development for the Coming Year

Please use this section to identify development that sustains, improves and builds performance, and enables the employee to contribute to organizational effectiveness. This section should be used to identify goals, objectives, and career development activities, and should be completed by the supervisor in collaboration with the employee.

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Period Covered: November 2016- August 2017

Goals, Objectives, and/or Competencies	Development Activities/Resources	Time Frame	Expectations

Employee's Signature

Date

Immediate Supervisor's Signature

Date

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Employee Comments (Optional)

- At the completion of the final appraisal discussion between the supervisor and employee, the employee may use this Employee Comments sheet to discuss aspects of the appraisal.
- The employee's name should be included at the top of any additional sheets used.
- After writing comments, the Employee Comments sheet should be returned to the supervisor so that it can become a part of the performance appraisal document.

Employee's Name: **Anitha Atluri**

Period Covered by This Appraisal: **Nov 2016- Aug 2016**

Comments:

Employee's Signature

Date

