Overall Summary of Performance Appraisal

|  |  |  |
| --- | --- | --- |
| 1. Employee’s Name:   ***Anitha Atluri*** | 1. Department:   ***IT Services*** | 1. Period Covered by This Appraisal:   ***Nov 2016- Aug 2016*** |

A PP R A I SA L RA T I N G S

**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

|  |  |  |
| --- | --- | --- |
| 1. Employee’s Name   ***Anitha Atluri*** | 1. Department   ***IT Services*** | 1. Division   ***APPLICATIONS*** |
| 1. Period Covered by This Appraisal   ***Nov 2016- Aug 2016*** | 1. Supervisor’s Name   ***Janice D. Nelson*** | 1. Supervisor’s Payroll Title   ***Applications Software Support & Development Manager*** |

### Performance Evaluation

APPRISIAL 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 ACCOUNTABLILTY 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:** | | | | | | | |
| **COMMUNICTIONS** | | | | | | | |
| 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:** | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | | | | |
| **I NNOVATIVE 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:** | | | | | | |
| **C U S T O M E R S E R V I C E** | | | | | | |
| 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 |  |
| **TOTAL** |  |
| **COMMENTS:** | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Responsibilities:** | | |  | | | **Unsatisfactory** | **Improvement Needed** | **Satisfactory** | **More than Satisfactory** | **Exceeds** |
| **M A N A G I N G P E R F O R M A N C E A N D DE V E L O P I N G O T H E R S** | | | | | | | | | | |
| 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:** | | | | | | | | | | |
| **L E A D E R S H I P** | | | | | | | | | | |
| 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:** | | | | | | | | | | |
| **A TTENDENCE** | | | | | | | | | | |
| 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 | |  | | |
| Follows departmental procedures regarding unplanned absences or late arrivals | |  | | |
| Adheres to assigned lunch and break schedules | |  | | |
| **TOTAL** | | 0 | | |
| **COMMENTS:** | | | | | | | | | | |

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| --- | --- | --- |
| 1. Employee’s Name:   ***Anitha Atluri*** | 1. Department:   ***IT Services*** | 1. Period Covered by This Appraisal   ***Nov 2016- Aug 2016*** |

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| --- |
| **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 Thinking*** | ***Customer Service*** | ***Managing*** | ***Leadership*** | ***Attendance*** |
| ***and Problem Solving*** |  | ***Performance and*** |  |  |
|  |  | ***Developing Others*** |  |  |
| 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.

**Period Covered: November 2016- August 2017**

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

Employee’s Signature

Date

Immediate Supervisor’s Signature Date

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