**PERFORMANCE APPRAISAL FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Lakshmi Spandana Vunnam | Employee No | 111703012 |
| Years in Current Position | 10 months | Date of Joining | 16/02/2017 |
| Department | Engineering | Date of Appraisal | 07/12/2017 |
| Job Designation | Software Engineer | | |
| Period of Review | 16/02/2017 | To date | |
| Appraiser Name |  | | |
| Purpose of Review | Annual review | | |

**GENERAL GUIDELINES**

Purpose of this evaluation is to make Appraise understand his strengths, weaknesses and areas of improvement. The Appraise must be briefed about the expectations of the management and mutually agreed upon. The methodology and evaluation must be unbiased and based on the facts and merits alone.

**FOR APPRAISEE**- When completing the form, you are required to support your rating with comments in the spaces provided for each category.

List out five (5) specific achievements & outstanding contributions supported by your remarks and justification.

List out five (5) specific strengths supported by your remarks and justification.

List out five (5) areas of improvement to be carried in the next year.

Comments should be specific (including examples) and explanatory. If your evaluation and recommendations cannot be adequately covered in the space provided, you should prepare an attachment to this appraisal form.

Performance rating for each category-

|  |  |  |  |
| --- | --- | --- | --- |
| Sr No. | KRAs | Maximum Points in Category | Scored in the Category |
| 1 | ASI (Achievement, Strength & Improvement) | 60 Points |  |
| 2 | AAEP (Ability, Aspiration, Engagement & Professionalism) | 20 Points |  |
| 3 | Clients’ feedback/Peer Feedback | 20 Points |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Ratings | Grade Score | Percentage to be achieved | Remarks |
| 5 | Outstanding Performance | 91-100% | Exceptional Performance and far exceeds Expectations, consistently demonstrates excellent standards. |
| 4 | Very Good Performance | 81-90% | Performance is consistent, and exceeds expectations in all situations. |
| 3 | Good Performance | 71-80% | Performance is satisfactory. Clearly meets essential requirements of job. |
| 2 | Average Performance | 61-70% | Performance is inconsistent. Meets requirements of the job occasionally. Needs improvement. |
| 1 | Unsatisfactory Performance | Below 60% | Performance does not meet the minimum requirements of the job. |

|  |
| --- |
| **TO BE FILLED BY THE APPRAISEE** |
| **ACHIVEMENTS-**   * Designed, Developed and performed Quality Assessment for HiveyPie application with responsive UI. * Created certificates and production build for HiveyPie and pushed to production. * Designed, Developed and performed Quality Assessment on iOS cloud SDK to support Paasmer platform. Uploaded to CocoaPod’s framework. * Created generic installation script for devices that can support all flavours of Linux. * Developed Hurify application with efficient functionalities and performed Quality Assessment. |
| **STRENGTHS-**   * Adaptability * Eagerness to learn * Openness to New Ideas * Good analytic and planning skills * Team colloboration |
| **IMPROVEMENT AREAS-**   * My technical skills to reach industrial standards. * Communication skills * Need to improve WebUI design. |

***(Attach a separate sheet if required*)**

Lakshmi Spandana Vunnam

Signature of Appraisee Signature of Appraiser

Date: 07/12/2017 Date:

|  |
| --- |
| **TO BE FILLED BY THE APPRAISER** |
| ACHIVEMENTS- |
| STRENGTHS- |
| IMPROVEMENT AREAS- |

Signature of Appraisee Signature of Appraiser

Date: Date:

**FINAL RATING FOR THE APPRAISEE:**

**Recommendations by the Appraiser:** Please tick

 Termination  Consider for merit increment

 Extension of probation  Transfer to other types of work

 Suitable for confirmation  Ready for promotion

(w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Has potential for promotion, but not ready now

 Normal increment of \_\_\_\_\_\_\_\_\_\_\_  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No salary increment

Description on the recommendation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Appraiser Date

**Review by Managing Director**

Comments by countersigning authority (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of the MD Date

**HUMAN RESOURCE DEPARTMENT’S USE**

Present Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Last Increment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promoted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Last Promotion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Human Resource Date