

Employee Name

Designation

Team

Evaluator Name

Enter your rating from 1 to 4 where

1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Excellent, NA = Not Applicable

Personal Characteristics	Self	Evaluator	Comments
Customer Focus <ul style="list-style-type: none"> Understands customers point of view Highly focused on meeting customer needs Flexible to meet customer demands Innovative in suggesting alternatives to customers 			
Technical Skills / Job Knowledge <ul style="list-style-type: none"> Knowledge of application Commits to ongoing learning Development and growth of self, team and organization 			
Quality Systems & Process Improvement <ul style="list-style-type: none"> Quality of Work Creativeness in finding ways to get things done before time Following Processes Reporting Problems without delays 			
Execution Skills <ul style="list-style-type: none"> Completes Project on time Can work independently without monitoring/ supervision Clarity about the job objective & allocated Project Follows project specific requirements, reporting, timesheet 			
Team Work Skills <ul style="list-style-type: none"> A. Co-ordination within a team; sensitive response, develops rapport & trust B. Solicits interpersonal feedback 			
Communication Skill <ul style="list-style-type: none"> Active participation in discussions Comes up with the suggestions Expresses ideas and concerns clearly Proficient and confident in presentation Understand instructions in English, write feedback and comments & suggest methods 			
Behavioral <ul style="list-style-type: none"> Regularity in work and deliverables Ready to take on additional responsibilities within Projects Flexibility Can meet work pressure, difficult delivery schedules Leaves scheduling as per organization policies (Scheduled / Unscheduled) Adherence Sapience metrics Self discipline & punctuality Can handle multiple tasks 			
	Average		

Goals Performance (To be filled by the evaluator)

Goals set in the last quarter	Self	Evaluator	Comments
1)			
2)			
3)			

Goals for next Quarter (To be filled by the evaluator)

1)	
2)	
3)	

Recommended steps for improvements (To be filled by the evaluator)

Skills / Characteristics

Recommended Action

Signature of Candidate

Date

Signature of Evaluator

Date

	MAPPING SKILL SETS	SELF	APPRAISER
	General Applications		
1	MS Word		
2	MS Excel		
3	MS PowerPoint		
	Print & Publication		
1	Adobe Photoshop		
2	Adobe Indesign		
3	Adobe Illustrator		
4	Corel Draw		
5	Quark Xpress		
6	Pagemaker		
7	Acrobat Professional		
8	Picture Publisher		
9	Scan / OCR		
	Web Design / Multimedia		
1	Adobe Flash		
2	Adobe Photoshop		
3	Adobe Dreamweaver		
4	Adobe Premiere		
5	3D Studio		
6	Adobe Director		
7	Flash Programming		
8	Scripting (Javascript / ASP)		
9	Sound Forge / Video editing		
10	Advance Web skills (php, java, mysql, server)		
11	e-books creation		
	Technical Skills		
1	HTML / XML / SGML		
2	XSL / CSS / Schema		
3	Systems, IT, server, networking		
		Average	