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| **Name of Employee**: | **Division:** | **Designation:** |
| **Period covered:** | **D.O. J** | **Employee Code:** |

**Performance Review**

**TO BE FILLED BY REVIEWEE**

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| **Q1. Please mention your achievements during the period in relation to objectives. Also list your short / long term learning. (New learning in technical / non-technical domain, successful project contribution / lead etc.)** |
| **Q2. What do you think you could have done better this year and how you plan to improve?** |
| **Q3. Is there any change that you wish to suggest in your job to improve performance? Do you require any special training? (Technical domain, project, work type, leadership etc.)** |
| **Q4. Suggestions to make the Company a better place to work. (Besides technical areas of work)** |

**Date:**