

# Performance Appraisal Form

Name		Period of Appraisal	-
Employee ID		Present Salary	-
Date of Joining		Last Increment Date & Amount	-
Designation		Last Promotion & Date	-
Department		Section	-

## Performance Grading System

Increment Type <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Annual <input type="checkbox"/> Special	Score	Performance Standards	Percentage	Grade
	1	Unsatisfactory	Below ( 40 & Less)	E
	2	Needs Improvement / Weak Performance	Between (41 & 59)	D
	3	Satisfactory/ Capable Performance	Between (60 & 69)	C
	4	Excellent / Strong Performance	Between (70 & 79)	B
	5	Outstanding	More than (80 & above)	A

Total Score	100	Assessment Score			
1. Key Result Areas/Key Performance Indicators	Score	Section Head	Dept. Head	HR Incharge	Average
Attendance	5				
Disciplinary Action	5				
Total Score	10				

2. Personal Attributes	Assessment Score				
	Score	Section Head	Dept. Head	HR Incharge	Average
Professional Knowledge	5				
Communication	5				
Meet deadlines	5				
Integrity and Honesty	5				
Reliability	5				
Personal Grooming	5				
Flexibility	5				
Team Building and Leadership Attributes	5				

Maintains cordial and conducive environment	5				
Discipline & Punctuality	5				
Self-Motivation	5				
Innovative Thinking	5				
Positive Attitude	5				
Ability to Develop Sub-ordinates	5				
Quality of Work	5				
<b>Total Score</b>	<b>75</b>				

### Assessment Score

3. Organizational Skills	Score	Section Head	Dept. Head	HR In charge	Average
Maintains an organized work place	5				
Ability to plan, prioritize and execute tasks	5				
Displays initiative to undertake additional responsibilities	5				
<b>Total Score</b>	<b>15</b>				

Grand Total Score

Average Score

*Overall Remarks of the First Supervisor( Section Head)*

*Overall Remarks of the Second Supervisor( Department Head)*

*Comments on Appraise*

**Signatories**

Training Needs	Development Plan	Final Assessment Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>

Propose Increment Amount  & could be promoted  Y  N of the Position

**Signatories:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Head	In-charge (R&D)	In-charge (HRD)	Factory In charge