

Review Period: _____ **To** _____

Goal Setting and Performance Evaluation

Key Result Area	Measure Indicators	Weightage %	Q1 Rating			Q2 Rating			Q3 Rating			Q4 Rating			Annual Rating	Final Rating	
			EE	MG	Q1 Final	EE	MG	Q2 Final	EE	MG	Q3 Final	EE	MG	Q4 Final			
1			<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
2			<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
3			<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
4			<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
5		<div></div>	<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
6		<div></div>	<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>		<div></div>	<div></div>				
Total Weightage		<div></div>													Total	<div></div>	<div></div>

Performance Ratings And Defintions

- Rating 5 - Significantly Exceeds Expectation
- Rating 4 - Exceeds Expectations
- Rating 3 - Meets Expectations
- Rating 2 - Meets Partial Expectation
- Rating 1 - Needs Development

Quarter 1:

Employee Comments :

Manager Comments :

Quarter 2 :

Employee Comments :

Manager Comments :

Quarter 3 :

Employee Comments:

Manager Comments :

Quarter 4 :

Employee Comments:

Manager Comments :

Development & Training Needs :

Sl. No	Development/Training Needs	Action Taken	Timeline Specified	Evaluation & Rating
Q1				
Q2				
Q3				
Q4				

Final Comments :

HOD Comments :

HR Comments :