ITChamps Software Private Limited Performance Evaluation Form

Review Period:	То
Employee Nome	Employee No.
Employee Name :	Employee No:
Designation :	Competency:
Location :	Date Of Joining:
Academic Qualifications:	
Graduation 1:	Year of Passing:
Graduation 2:	Year of Passing:
Prior Experience to ITChamps :	
SAP Experience :	Non-SAP Experience :
Skills/Expertise:	Projects Assigned during the Review Period:
Appraiser Name :	Manager Designation:
Status :	
Substatus :	

Goal Setting and Performance Evaluation

Key Result	Measure Indicators	Weig htage %	Q1 Rating		Q2 Rating		Q3 Rating		Q4 Rating		Annual F	Final				
Area			EE	MG	Q1 Final	EE	MG	Q2 Final	EE	MG	Q3 Final	EE	MG	Q4 Final		Rating
1																
													1			
2																
3																
4																
5																
6			T													
	Total Weightage							'		1	ı			Total		

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 :	<u>.</u>		
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:	
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