

Confirmation Appraisal -CA

Home Manager Evaluation - Completed

Rahul Raj

Job Title: Programmer Analyst Trainee
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Manager: Vikas Chigateri
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The document status is Completed.

Section 1 - Competencies

Competency 1: Job Knowledge

Description :

Home Manager Rating: 3 - Mid

Competency 2: Quality Consciousness

Description :

Home Manager Rating: 3 - Mid

Competency 3: Planning & Scheduling

Description :

Home Manager Rating: 3 - Mid

Competency 4: Time consciousness & Time Mgmt

Description :

Home Manager Rating: 3 - Mid

Competency 5: Dependability

Description :

Home Manager Rating: 3 - Mid

Competency 6: Commitment

Description :

Home Manager Rating: 3 - Mid

Competency 7: Initiative to responsibility

Description :

Home Manager Rating: 3 - Mid

Competency 8: Flexibility

Description :

Home Manager Rating: 3 - Mid

Competency 9: Ability to learn on the Job

Description :

Home Manager Rating: 3 - Mid

Competency 10: Communication

Description :

Home Manager Rating: 3 - Mid

Competency 11: Team Work

Description :

Home Manager Rating: 3 - Mid

Competency 12: Integrity

Description :

Home Manager Rating: 3 - Mid

Competency 13: Creativity

Description :

Home Manager Rating: 3 - Mid

Competencies Summary

Home Manager Rating: 3 - Mid

Summary Weight: 100%

Home Manager Comments:

1. Quality of work
 - Rahul had worked on tasks well once having been provided enough details and guidance
 - He should have been more proactive from his side in exploring and gaining knowledge on his own
 - Rating : 4
2. Timely completion of task
 - This is the area where he needs to improve the most.
 - He should have stuck to the schedule
 - Rating: 3
3. Communication
 - He was communicative and presented his issues effectively
 - Rating : 5
4. Reliability
 - The quality of work and delays in completion of tasks affected the reliability
 - Rating : 3
5. Areas of improvement
 - Focus on gaining knowledge
 - Needs to be proactive in acquiring the skills rather than just relying on guides
 - Needs to take deadlines more seriously

Section 2 - Overall Summary

Home Manager Rating: Approved Confirmation

Home Manager Comments:

1. Quality of work
 - Rahul had worked on tasks well once having been provided enough details and guidance
 - He should have been more proactive from his side in exploring and gaining knowledge on his own
 - Rating : 4
2. Timely completion of task
 - This is the area where he needs to improve the most.
 - He should have stuck to the schedule
 - Rating: 3
3. Communication
 - He was communicative and presented his issues effectively
 - Rating : 5
4. Reliability
 - The quality of work and delays in completion of tasks affected the reliability
 - Rating : 3
5. Areas of improvement
 - Focus on gaining knowledge
 - Needs to be proactive in acquiring the skills rather than just relying on guides

- Needs to take deadlines more seriously