

## Monthly Evaluation Form

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Employee Name: \_\_\_\_\_

Month: \_\_\_\_\_

Role: \_\_\_\_\_

Evaluator/Manager: \_\_\_\_\_

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### 1. Promotion Point Summary Grid

Positive Contribution	Example / Notes	Promotion Points
Fast Delivery		
High Responsiveness		
Code Excellence		
Mentorship / Helpfulness		
Extra Initiative		
Learning & Development		
Other (specify)		

**Total Promotion Points:** \_\_\_\_\_

(The manager should justify all the points.)

## 2. Error Point Summary Grid

Task Category	Task/Activity Example	Issue (if any)	Error Points
Backend Development	API, DB models, business logic		
Frontend Development	UI, UX, component structure		
Code Quality & Reviews	PR quality, adherence to standards		
Testing & Coverage	Unit/Integration tests		
Delivery & Deadlines	Timeliness of features/bugs		
Collaboration & Comm.	Participation in standups, team support		
Documentation	Code/comments, project docs		
Security & Architecture	Data handling, scalability concerns		
Learning & Initiative	Self-learning, extra effort, innovation		
Other (specify)			

**Total Error Points:** \_\_\_\_\_

(The manager should justify all the points.)

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### 3. Bonus & Promotion Review

**Is employee eligible for a bonus?**

☐ Yes (Circle amount: Full / 90% / 75% / 50% / 25%), or enter your percentage: \_\_\_\_\_

☐ No

**Promotion Track Status:**

Month: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐

☐ Exception Month (1 allowed, if <10 points)

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**Comments:**

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Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_