Confidential

**Curador Healthcare Pvt Ltd**

**Performance Appraisal** (April 15-March16)

**Personal Details** ( to be filled by the appraiser)

|  |  |  |  |
| --- | --- | --- | --- |
| Emp No |  | Name |  |
| Date Of Joining |  | Headquarter |  |
| Date of Probation |  | Designation |  |
| Period Of Appraisal |  | Date Of Confirmation |  |

|  |  |
| --- | --- |
| Reporting Authorities |  |
| RBM |  |
| ZSM |  |

**Guidelines for Appraisal**

The objective of the performance appraisal is to evaluate the performance of an employee in the past one year and to identify his/her developmemt needs so as to improve his/her performance in the current job.The period to be considered for giving scores pertaining to the performance shall be from April 2015 to March 2016.

1The Form comprises of three sections:

Section A: Territory sales and business activities information (Maximum score=90)

Section B: Feedback

SectionC:Overall conduct and potential appraisal. ( Maximum score=10)

2 This form will be sent directly to the appraise who will fill section A and section B and forward the form to his/her Immediate Reporting Authority (IRA) within 05/04/2016

3 The IRA will validate the data of section A filled in by the appraise. This data will provide him a basis to appraise his subordinate.

4 The the IRA would invite the appraise to remain present for an appraisal meeting along with the ZSM ( done within 10/4/2016).The ZSM will act as the reviewing authority and section C will be

5 The RBM/ZSM would then brief and discuss regarding the appraisal of their team members with their SBU head.This process would be completed by the 15/4/2016.

6 The key for score and grade is as below

|  |  |
| --- | --- |
| Score | Grade |
| 90 & above | A |
| >=75<90 | B |
| >=60<75 | C |
| >=45<60 | D |
| <45 | E |

**Section A: Area sales and business activities information and scoring**

**Performance and business Activity Details (to be filled by appraise)**

**# Performance during the period April 2015 to March 2016 (Table 1)**

|  |  |  |
| --- | --- | --- |
| Achievement | Score | Tick |
| >12 lac | 30 |  |
| <=12lac >10.20lac | 25 |  |
| <=10.20lac>8.40 lac | 20 |  |
| <=8.40lac>6.60lac | 15 |  |
| <=6.60 lac>4.80lac | 10 |  |
| <=4.8lac | 5 |  |
|  |  |  |

**Achievment**

|  |  |
| --- | --- |
| Period | Rupee wise Sale |
| Apr15 |  |
| May 15 |  |
| Jun `15 |  |
| July 15 |  |
| Aug 15 |  |
| Sept 15 |  |
| Oct 15 |  |
| Nov 15 |  |
| Dec 15 |  |
| Jan 16 |  |
| Feb 16 |  |
| Mar 16 |  |
| Total |  |

|  |  |  |
| --- | --- | --- |
| **GROWTH**  Period | Current Year Sales | Previous sales |
| Apr-15 |  |  |
| May-15 |  |  |
| Jun-15 |  |  |
| Jul-15 |  |  |
| Aug-15 |  |  |
| Sep-15 |  |  |
| Oct-15 |  |  |
| Nov-15 |  |  |
| Dec-15 |  |  |
| Jan-16 |  |  |
| Feb-16 |  |  |
| Mar-16 |  |  |
| Total |  |  |
| **Growth** | **Score** | **Tick** |
| 50% & above | 10 |  |
| >=30% & <50% | 5 |  |
| >=10% & <30% | 2 |  |
| <10% | 0 |  |

**Productivity**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period | No of TBM | Rupee wise Sales | PMPM | Productivity | Score | Tick |
| Apr15 |  |  |  | >1 lac | 30 |  |
| May 15 |  |  |  | <=1 lac>.85 lac | 25 |  |
| Jun `15 |  |  |  | <=.85 lac>.70lac | 20 |  |
| July 15 |  |  |  | <=.70lac>.55 | 15 |  |
| Aug 15 |  |  |  | <=.55>.40 | 10 |  |
| Sept 15 |  |  |  | <40 | 5 |  |
| Oct 15 |  |  |  |  |  |  |
| Nov 15 |  |  |  |
| Dec 15 |  |  |  |
| Jan 16 |  |  |  |
| Feb 16 |  |  |  |
| Mar 16 |  |  |  |
| Total |  |  |  |
| Average |  |  |  |

1. **Total Score in performance parameters …….. /70**

**Business Activities details for the period of April 2015-March 2016**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Period | No of days of field work | Doctor Coverage | Doctor call Avg | Chemist Coverage | Chemist call Avg | Missed Total Doctors | No of days on leave |
| Apr-15 |  |  |  |  |  |  |  |
| May-15 |  |  |  |  |  |  |  |
| Jun-15 |  |  |  |  |  |  |  |
| Jul-15 |  |  |  |  |  |  |  |
| Aug-15 |  |  |  |  |  |  |  |
| Sep-15 |  |  |  |  |  |  |  |
| Oct-15 |  |  |  |  |  |  |  |
| Nov-15 |  |  |  |  |  |  |  |
| Dec-15 |  |  |  |  |  |  |  |
| Jan-16 |  |  |  |  |  |  |  |
| Feb-16 |  |  |  |  |  |  |  |
| Mar-16 |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |
| Average |  |  |  |  |  |  |  |

**Scoring for data from the Table given above (kindly tick the relevant score**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Doctor coverage | | |  | Doctor Call Average | | |  | Chemist Call Average | | |  | Missed Doctors | | |
| Dr coverage | score | Tick |  | Dr Call Avg | score | Tick |  | Chemist Call Avg | score | Tick |  | Missed Drs | Score | Tick |
| 200 & above | 5 |  |  | 9 & above | 5 |  |  | 7 & above | 5 |  |  | 0=2 | 5 |  |
| >=180<200 | 4 |  |  | >=8<9 | 4 |  |  | >=5<7 | 4 |  |  | 3=5 | 3 |  |
| >=160<180 | 3 |  |  | >=7<8 | 3 |  |  | >=4<5 | 3 |  |  | 5=8 | 2 |  |
| >=140<160 | 2 |  |  | >=6<7 | 2 |  |  | >=3<4 | 2 |  |  | >8 | 0 |  |
| <140 | 0 |  |  | <6 | 0 |  |  | >=2<3 | 0 |  |  |  |  |  |

**Total score in business activities ……./20**

1. **Total score in performance and business activities (Total 1+2) ……./90**

**Remarks if any:** Kindly mention specific reasons which may have affected your performance in your territory during April15- March 2016

Signature of RBM/ZSM/………………………………………………………………………………….DATE:……………………………………………..

**Section B: Feedback**(to be filled by appraise)

1 My significant achievements in the past one-year (should be quantitative and measurable)

2 My significant contributions towards achievement of organization goals(specific and measurable)

3 My areas of strength which contribute to my performance.

4 My major limitations which restrain my performance.

5 My main requirement of training which would enhance my performance.

Date…………………… signature of Appraisee…………………………………………….

**Section C**

**Scores for overall conduct and performance in Territory Business Manager Role**( to be filled by appraiser)

**1} Job Knowledge**: Knowledge pertaining to area of work and other related areas.Sound knowledge of the products and other related areas of Business

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1.5 | 1 | 0.75 | 0.5 | 0 |
| Score |  |  |  |  |

**2 } Attitude**:Towards his/her job,business associates superiors and peers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1 | 0.8 | 0.5 | 0.2 | 0 |
| Score |  |  |  |  |

**3} Initiative Drive**: The inner urge to take up responsibility and excel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1 | 0.8 | 0.5 | 0.2 | 0 |
| Score |  |  |  |  |

**4} Result Orientation** : Degree of focus towards achieving goals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 0.5 | 0.3 | 0.2 | 0.1 | 0 |
| Score |  |  |  |  |

**5} Communication**:Ability to express himself clearly to customers,subordinates superiors and peers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1.5 | 1 | 0.75 | 0.5 | 0 |
| Score |  |  |  |  |

**6} Relationship with customers**: Ability to influence the customers decisions,ability to influence the stockiest to retire documents in time ability to expedite payments from institutions maintenance of good relation with the trade to enhance the company’s image

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1.5 | 1 | 0.75 | 0.5 | 0 |
| Score |  |  |  |  |

**7} Commitment and sense of responsibility**: Dedication to work and reliability to complete assigned task level of eagerness towards job and organization Accepts responsibility for task blame admits errors takes initiative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1 | 0.8 | 0.5 | 0.2 | 0 |
| Score |  |  |  |  |

**8} Analytical ability**: Ability to identify problems and charting course of action to solve the same.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1 | 0.8 | 0.5 | 0.2 | 0 |
| Score |  |  |  |  |

**9} Problem Solving ability**: Ability to identify problems and charting course of action to solve the same.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Good | Average | Below Average | Poor |
| 1 | 0.8 | 0.5 | 0.2 | 0 |
| Score |  |  |  |  |

Score on overall conduct and performance in TBM role=……../10

Signature of TBM Signature of RBM Signature of ZSM

Date…………………….

Score Sheet

1 Total score of section A (performance and business activities)=………/90

2 Total score of section C ( overall conduct and potential appraisal)=……./10

3 Total score A & C =…………………/100

4 Key for score for grade

|  |  |
| --- | --- |
| Score | Grade |
| 90 & above | A |
| >=70<90 | B |
| >=50<70 | C |
| >=30<50 | D |
| <30 | E |

Appraisal Grade as per score…………………..

Signature of appraise………………………………………Date of appraisal meeting

Signature of appraiser(RBM)………………..

Signature of reviewer (ZSM)……………………

Signature of SBU Head…………………………….