

EMPLOYEES PERFORMANCE

STUDENT NAME: SWETHA.I

REGISTER NO : 122204703.

**DEPARTMENT: 3rd B.COM{CORPORATE
SECRETARYSHIP}**

**COLLEGE: VALLAL P.T.LEE CHENGALVARAYA NAICKER
ARTS AND SCIENCE COLLEGE.**

AGENDA

- JOB COMPETENCE
- WORK QUALITY
- PROBLEM SOLVING SKILLS
- PROFESSIONAL KNOWLEDGE
- WORK CONSISTENCY
- COMMUNICATION SKILLS
- ADAPTABILITY
- TABLE OF SHOWING EMPLOYEE PERFORMANCE
- CHARTS

- **Job competencies are the specific skills, both hard and soft, that an individual must possess to perform their job successfully. These encompass the technical skills, behavioral traits, and intellectual capabilities that contribute to exceptional performance in a role.**

JOB COMPETENCE

- **Work quality refers to the standard of work delivered by an individual employee, a team, or an entire department. Many factors play into the quality of someone's work performance, including the following: The ability to manage time effectively. The capability to communicate and collaborate with others.**

WORK QUALITY

- **It involves critical thinking, decision-making, creativity, and information processing. Effective problem-solvers use a systematic approach that allows them to break down difficult problems into smaller, more manageable parts**

PROBLEM SOLVING SKILLS

- **Professional knowledge is traditionally seen as knowledge that has undergone a formal rationalisation, knowledge that is systematic, codified and generalised, hence abstract.**

PROFESSIONAL KNOWLEDGE

- **Consistency at work involves producing the same standard of work throughout a long period of time. Consistency affects the quality of work that you develop, the speed at which you produce work, your attendance and your communication with others in your workplace.**

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WORK CONSISTENCY

- **Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathising.**

COMMUNICATION SKILLS

- **the tendency to generate or recognize ideas, alternatives, or possibilities that may be useful in solving problems, communicating with others, and entertaining ourselves and others.**

INITIATIVE AND CREATIVITY

- **Adaptability skills are qualities that allow you to adjust to changes in your environment. Being adaptable at work means you can respond quickly to changing ideas, responsibilities, expectations, trends, strategies and other processes.**

ADAPTABILITY

EMP ID	EMPLOYEE NAME	SUPERVISER NAME	JOB COMPETENCE	WORK QUALITY	PROBLEM SOLVING SKILLS	PROFESSIONAL KNOWLEDGE	WORK CONSISTENCY	TEAMWORK AND COLLABORATION	LEADERSHIP ABILITIES	COMMUNICATION SKILLS	INITIATIVE AND CREATIVITY	ADAPTABILITY	SCORE	PERFORMANCE RATING
10001	JACOB	William	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	100	5
10002	NISHA	William	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	100	5
10003	SWETHA	William	yes	yes	yes	yes	yes	yes	NO	yes	yes	yes	93	5
10004	AYAT KEY	William	NO	NO	NO	NO	NO	NO	NO	yes	yes	yes	23	2
10005	BRIDIRE	William	NO	yes	yes	NO	NO	yes	NO	yes	yes	yes	65	3
10006	PATRIK	William	yes	NO	yes	NO	yes	yes	yes	yes	yes	yes	71	3
10007	ENVA	William	yes	NO	NO	yes	NO	NO	NO	YES	NO	yes	30	2
10008	DOLORES	William	NO	yes	yes	NO	NO	yes	NO	NO	NO	NO	42	2
10009	FRANK	William	NO	NO	yes	NO	NO	NO	NO	NO	yes	NO	11	1
10010	EZRA	William	NO	yes	yes	yes	NO	yes	yes	NO	NO	NO	55	3



