**RESOURCEINN**

**APPRAISAL FORM**

**(Assessment / Performance)**

**Occasion:- Confirmation ( ) Annual ( ) Special ( )**

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Joining:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary at the time of appointment:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of last increment:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How much Increased:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **G** | **R** | **A** | **D** | **E** |  |
|  | **1** | **2** | **3** | **4** | **5** |  |
|  |  |  |  |  |  | REMARKS (If any) |
| Attitude & Initiative |  |  |  |  |  |  |
| Time Management (work) |  |  |  |  |  |  |
| Team Working |  |  |  |  |  |  |
| Contribution |  |  |  |  |  |  |
| Professional Skill |  |  |  |  |  |  |
| Skill verbal communication |  |  |  |  |  |  |
| Dependability |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |
| Loyalty with the Company |  |  |  |  |  |  |
| Training process |  |  |  |  |  |  |
| TOTAL SCORE |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| POOR: Below 30 |  |  |  |  |  | AVERAGE: 31-40 |
| ABOVE AVERAGE: 41- 45 |  |  |  |  |  | OUTSTANDING; 46--50 |
|  |  |  |  |  |  |  |
| Department Head signature |  |  |  |  |  | Reviewer's signature: |

**Director’s comments and approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**