**Performance Appraisal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name: Ajeya Shetti** | | **Position: Senior Developer** | |
| **Appraiser: Beer Mohamed, Mohamed Ibrahim** | | **Date of Appraisal: 11th June 2019** | |
| **Appraisal Period: 18-03-2019 to 12-06-2019** | | **Date of Joining: 3rd July 2017** | |
| **Status of Total Work from Home:** | **Status of Total Sick Days:** | | **Status of Balance Annual Leave Days:** |

List major duties and performance expectations in the space below and rate your accomplishment of these duties according to the following scale:

1 – exceptional 2 – exceeds expectations 3 – meets expectations 4 – improvement required 5 – below average

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Result Area** | **Performance demonstrated**  (to be entered by Employee) | | **Performance Evaluation**  (to be entered by client manager) | |
| Self Rating | **Comments** | Rating | Comments |
| 1. Requirements Gathering |  |  | 1 |  |
| 2. Development |  |  | 1 |  |
| 3. Test/Env Support |  |  | 2 |  |
| 4. Production Rollout |  |  | 2 |  |
|  |  |  |  |  |

***Add rows if needed***

**Rate the following according to your perception of how well is our consultant doing:**

**( to be completed by Line Manager or HOD)**

Please select one out of the four choices and mark as ✓

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ATTITUDE-APPLICATION TO WORK |  |  | ABILITY TO LEARN |
| ✓ | Outstanding in Enthusiasm |  | ✓ | Learns work exceptionally well |
| ✓ | Very interested & industrious |  | ✓ | Learns work readily |
|  | Average in diligence & interest |  |  | Average in understanding work |
|  | Somewhat to improve |  |  | Needs to improve |
|  |  |  |  |  |
|  | COMMENTS & SPECIFIC EXAMPLES |  |  | COMMENTS & SPECIFIC EXAMPLES |
|  |  |  |  |  |
|  | INITIATIVE |  |  | QUALITY OF WORK |
| ✓ | Self-starter – seeks work |  | ✓ | Excellent |
|  | Goes ahead independently at times |  |  | Very Good |
| ✓ | Does all assigned work |  |  | Average |
|  | Tendency to hesitates |  |  | Below Average |
|  |  |  |  |  |
|  | COMMENTS & SPECIFIC EXAMPLES |  |  | COMMENTS & SPECIFIC EXAMPLES |
|  |  |  |  |  |
|  | SENSE OF RESPONSIBILITY |  |  | QUANTITY OF WORK |
| ✓ | Exceptionally Responsible |  |  | Unusually high output |
|  | More responsible than average |  | ✓ | More than average |
|  | Average |  |  | Normal output |
|  | Rarely accepts responsibility |  |  | Below average |
|  |  |  |  |  |
|  | COMMENTS & SPECIFIC EXAMPLES |  |  | COMMENTS & SPECIFIC EXAMPLES |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JUDGEMENT** |  | **TECHNICAL PROFICIENCY** |
| ✓ | Exceptionally Mature in judgement | ✓ | Very Good |
|  | Above average in making decisions |  | Satisfactory |
|  | Usually makes the right decision |  | Needs improvement |
|  | Need to improve |  |  |
|  | **COMMENTS & SPECIFIC EXAMPLES** |  | **COMMENTS & SPECIFIC EXAMPLES** |
|  |  |  | . |
|  | **RELATIONS WITH OTHERS** |  | **COMMUNICATION SKILLS – ORAL / PHONE / EMAIL** |
| ✓ | Exceptionally well accepted | ✓ | Excellent |
|  | Works well with others |  | Very Good |
|  | Gets along satisfactorily |  | Satisfactory |
|  | Has difficulty working with others |  | Needs improvement |
|  | Works very poorly with others |  |  |
|  | **COMMENTS & SPECIFIC EXAMPLES** |  | **COMMENTS & SPECIFIC EXAMPLES** |
|  |  |  |  |
|  | **ATTENDANCE** |  | **PUNCTUALITY** |
| ✓ | Regular | ✓ | Regular |
|  | Irregular |  | Irregular |
|  | **COMMENTS & SPECIFIC EXAMPLES** |  | **COMMENTS & SPECIFIC EXAMPLES** |
|  |  |  |  |
|  | **ORGANIZATION & PLANNING** |  | **ADDITIONAL COMMENTS** |
| ✓ | Excellent ability to manage time & schedule tasks |  | Overall he is an excellent resource. |
|  | Adequate |  |  |
|  |  |  |  |
|  | **COMMENTS & SPECIFIC EXAMPLES** |  | **ADDITIONAL COMMENTS** |
|  |  |  |  |

**EMPLOYEE NARRATIVE COMMENTARY and CLIENT MANAGER RESPONSE**

1. In which areas of performance do you feel you do best?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

On Development of software applications

1. In which areas of performance do you feel there is a need for improvement?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

Post-production support, clearing production problem tickets in assisting Production Support Services team.

1. What obstacles have hindered your performance?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

1. Do you have any specific career goals or objectives for self-development?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

He can be promoted to Senior role.

1. What duties give you the most satisfaction?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

Client interaction and application development.

1. Are there any other areas you wish to discuss or comment on?

**SELF:**

**CLEINT MANAGER FEEDBACK:**

*Employee Name: Ajeya Shetti Client Manager Name: Mohamed Ibrahim*

*Date Submitted: Date Submitted: 12-06-2019*