

Ref No.
For office use

**Bihar Vikas Mission
Performance Evaluation Form**

Name:	
Employee Code:	Designation:
Date of Joining:	Location:
Dept. / Function/ District:	Reporting Authority:
Reviewing Authority:	Accepting Authority:

Key Result Areas / Goal Setting

Please note –

1. KRAs for the employee will be set as per the position of the employee for the duration of the

S.No	Key Result Areas	Weight (in%) (total = 100%)	Action Plan/Tasks	Timeline

performance period, in consonance with Mission's goals and objectives.

2. Each Appraiser should not have more than 6-7 goals
3. KRAs once set, cannot be changed during the year however action plans can be changed if required. In case of any extraneous circumstances, if change of KRAs is required the goal setting form must be refilled with a cover letter justifying the revision of targets, to be submitted to the Accepting Authority for approval as well as the HR
4. No Timeline of the KRAs can go beyond the tenure of the contract.

Performance Evaluation Form

(A) Assessment on Work Output (Overall score on work output will account for 50% of Overall Employee score)								
S.no	KRAs	Weight	Probation Review			Annual Performance Appraisal		
			Self Rating	Reporting Authority Rating	Weighted Score (Weight x Finalised Rating)	Self Rating	Reporting Authority Rating	Weighted Score (Weight x Finalised Rating)
1								
2								
3								
4								
5								
6								
	Total							
	Comments, if any							

Rating Scale

- 3: Exceeds Performance Standards;
- 2: Meets Performance Standards;
- 1: Below Performance Standards

(B) Assessment on Attributes (Overall score on attributes will account for 50% of Overall Employee score)								
S.no	Values / Competencies	Weight	Probation Review			Annual Performance Appraisal		
			Self Rating	Reporting Authority Rating	Weighted Score (Weight x Finalised Rating)	Self Rating	Reporting Authority Rating	Weighted Score (Weight x Finalised Rating)
1		16.67						
2		16.67						
3		16.67						
4		16.67						
5		16.67						
6		16.67						
	Total	100						
	Comments, if any							

Rating Scale

- 3: Exceeds Performance Standards;
 2: Meets Performance Standards;
 1: Below Performance Standards

Employee's Signature

Date :

Signed by Reporting Authority

Date :

Overall Employee Score

Probation Review			Annual Performance Appraisal		
50% of Overall Score on Work Output (A)	50% of Overall Score on Work Output (B)	Overall Employee Score (A + B)	50% of Overall Score on Work Output (A)	50% of Overall Score on Work Output (B)	Overall Employee Score (A + B)

Recommended Action for Performance Period as per Overall Employee Score

211-300: Meets or Exceeds required performance standards

100-210: Does not meet required performance standards

Final Comments by Reviewing Authority

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Date :

Signed by Reviewing Authority

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Date :

Signed by Accepting Authority