

Performance Appraisal Shrawan 2075

Employee Name

Neha Gupta

Department ENT QA

Designation Quality Analyst

Final Summary			
Evaluation Criteria	Weight	Score	Final Rating
1. Project Health	40%	26.86	1.07
2. Work Evaluation	25%	21.25	0.85
3. Administrative Evaluation	10%	6.25	0.25
4. Knowledge and Skills Evaluation	25%	19.83	0.79
Total	100%	74.19	2.97

Details	
1. Project Health	
Project Name	Score
Care Career	30.33
Ricardo Farms	26.43
Stylancer	23.83
Grand Total	26.86
2. Work Evaluation	
Particular	Score
Work efficiency	10.00
Work productivity	11.25
Grand Total	21.25
3. Administrative Evaluation	
Particular	Score
Leave	1.25
Punctuality	5.00
Grand Total	6.25
4. Knowledge and Skills Evaluation	
Particular	Score
Technical skill	3.97
Communication skills	3.91
Task Management skills	3.98
Analytical and Problem Solving skills	3.91
Attitude and Behaviour	4.06
Grand Total	19.83