**Team Member Performance Appraisal**

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| --- | --- | --- | --- |
| Team Member |  | Date Of Hire | dd-mm-yy |
| Designation |  | Date of Review |  |
| Manager |  | Review Period | 2021-22 |
| Type of Review |  |

This Evaluation has been carefully designed to measure critical success factors for Think n Solutions (TnS) Team Members including:

* Execution of primary job duties and responsibilities
* Achievement / Accomplishment of specific goals and objectives set forth during review period.
* Cultivation of an ongoing development plan

**Rating Key–To be used for overall rating as well as for each section in the evaluation:**

|  |  |
| --- | --- |
| **Excels** | Performance is consistently superior and significantly exceeds job expectations. Peers and others outside the department recognize the performance level and commonly seek out the team member for assistance in solving problems. Rarely requires supervision or follow-up. Performs interdependently and at higher levels in planning, anticipating problems, and taking appropriate action. Team member is able to grasp the “big picture” and is highly effective working across different functions/business units. |
| **Exceeds** | Performance is often above job expectations. Peers and others within the department recognize the performance level and seek to include the team member in more work projects. Team member works independently in planning, anticipating problems, and taking appropriate action within role; occasionally needs supervision. The team member is able to think beyond the specifics of the job or project at hand, anticipates cross- functional needs, and works collaboratively. |
| **Meets** | Solid performer that consistently meets performance objectives and may exceed expectations in some areas. Requires normal supervision and follow-up especially when taking on new assignments or projects. Team member is able to work independently in planning, anticipating problems, and taking appropriate action. |
| **Developing** | Knowledge and/or performance need’s further development. Requires additional coaching or follow-up to complete assignments that are part of the normal job requirements. Meets some, but not all goals. |

**OVERALL EVALUATION RATING- Team Member section is completed as part of self-evaluation, additional information may be added as an addendum; manager section is completed as part of their appraisal, final rating is entered by manager *after* performance appraisal has been discussed with Team Member and should offer comments that support the rating while including commitments to support development in the coming year.**

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| --- |
| **Overall Rating:** |
| Manager’s Comments: |
| Team Member’s Comments: |

**Manager:** Prepared / Delivered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name & Title Signature Date

**Reviewer:** Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Name & Title Signature Date

**TEAM MEMBER:** I have reviewed and discussed this document. I acknowledge that this evaluation was conducted to assess my performance in the specified period. I understand that my signature does not necessarily imply that I agree with the evaluation.

Team Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Key Responsibilities:** List 3-5 of the most essential duties of the current position and offer comments as a summary of performance in key responsibilities. (Team Member completes this section first, then calibrate with manager. When rating the key responsibilities, be sure to consider their impact and calibrate your comments to the responsibilities of greatest importance and impact.)

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| --- |
| **KEY RESPONSIBILITIES** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |
| --- | --- | --- |
| **Team Member comments** |  | **Team Member Rating** |
| **Manager comments** |  | **Manager Rating** |

**Achievements of goals/ Accomplishments:** List the goals assigned to the Team Member during this review period and offer comments as a summary of performance in meeting the goals (completed by Team Member, calibrated with manager and commented on by both the Team Member and manager. Comments section should be used to address areas of greatest impact and/ or challenge which contributed to the rating for this section.)

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| --- |
| **Goals** |
| 1. |
|  |
| 2. |
|  |
| 3. |
|  |

|  |  |  |
| --- | --- | --- |
| **Team Member comments** |  | **Team Member Rating** |
| **Manager comments** |  | **Manager Rating** |

**Individual Development Plan:** List 2-3 primary development objectives the Team Member will focus on for the next review period (completed by Team Member, calibrated with manager and commented on by both Team Member and manager). The intent of this section of the form is to identify Developmental Objectives which will later be mapped to resources using individual Development plan worksheet. The IDP worksheet is for use by manager and Team Member throughout the year; but the identification of objectives is due when this appraisal is submitted to HR.

Team member may choose one or more of the following.

1. NextGen Tech Skills: Software or Technology learning towards Organization goals.
2. Value Addition: Mentoring / Training a Team member or Contributing towards Organization Process improvements.
3. Leadership: Leading and managing team members

\*If NextGen Skills / Value Addition / Leadership not applicable then please do mention “N/A”

|  |  |
| --- | --- |
| **Development Objectives** | |
| 1.NextGen Tech Skills: | |
| 2. Value Addition (Mentorship/ Training/ Process): | |
| 3. Leadership: | |
| 4. Others | |
| Team Member Comments |  |
| Manager Comments |  |

### **Ownership Accomplishments:** List the tasks that the Team Member took ownership on with **no or minimum guidance** or supervision from the manager in this appraisal period. This could be any of the following: Taking a leadership role in set of activities for the team when the Manager is Out of Office. Working on a new technology to solve a business problem. Researching on the technology and grooming an internal team with the new technology as a Trainer. Documenting a process which was handled on the go with no proper process in place. Automating a task which was performed manually for a longer time in showing an efficiency in the turnaround time of completion.

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| --- |
| **Ownership Accomplishments** |
| 1. |
|  |
| 2. |
|  |
| 3. |
|  |

|  |  |  |
| --- | --- | --- |
| **Team Member comments** |  | **Team Member Rating** |
| **Manager comments** |  | **Manager Rating** |