NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIGNATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUALIFICATIONS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREVIOUS EXPERIENCE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NO. OF YEARS)

DATE OF APPOINTMENT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF LAST PROMOTION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## *GUIDELINES FOR THE REPORTING / REVIEWING EXECUTIVE*

1. Consider performance during the entire period of April 07 – March 08 objectively and do not be influenced by any recent incident or experiences.
2. Consider each factor independently.
3. Highlight the strengths and indicate areas where improvement is necessary.
4. Please give specific comments in support of your rating against each feature, particularly if the rating is Outstanding and Below Expectation.
5. Each feature has been given a maximum of 4 marks. The marks to be given against each feature will be according to the rating of the assessee for that particular feature. The marks for the rating assigned are given below.
6. If the Reporting Executive / Assessor considers that any additional features are applicable and need to be evaluated, the same may be attached

|  | **Section - A**  **Core Competencies & Functional adeptness** | **Rating 1 - 4** | **Weightage** | **Final Rating** |
| --- | --- | --- | --- | --- |
| 1 | **Functional Knowledge**  *(In-depth technical knowledge of related areas to his / her function and keeping abreast with the latest developments in his / her functional area).* |  | 4 |  |
| 2 | **Result Orientation**  *(Sets aggressive goals committed to achieving results well in time).* |  | 4 |  |
| 3 | **Analytical & Problem Solving Ability**  *(Analytically reviews and assesses recommendations given by team members and analyses and identifies relevant data, critical issues and alternatives).* |  | 3 |  |
| 4 | **Planning & Organizing Ability**  *(Organizes activities in terms of importance and priority and establishes schedules to complete assignments in time and is also able to deliver results under stress conditions).* |  | 3 |  |
| 5 | **Cost & Quality Consciousness**  *(Ensures optimum utilization of resources keeping cost control in mind; gives considerable amount of effort and importance to maintain and upgrade quality standards of work for self and team).* |  | 4 |  |
| 6 | **Improvement Orientation**  (Ability to go beyond the Role and Plan for the future, Develop new initiatives, Internal Customer Orientation, Creative responses to changing demands of market and customer) |  | 1.5 |  |
|  | **Section - B**  **Soft Skills** |  |  |  |
| 1 | **Maturity**  *(Is self aware, understands own emotions and how they influence his/her behavior. Effectively handling Interpersonal Relations. Understands and accommodates different point of views without compromising on major goals)* |  | 2 |  |
| 2 | **Leadership and Team Building/ Playing Ability**  *(Can inspire confidence in others and creates enthusiasm and ensures collaboration amongst team members to attain stated objectives.)* |  | 1.5 |  |
| 3 | Communication *(Can effectively express ideas and opinions and provide information with clarity on a one to one level and to a group as a whole. Is an effective listener and can appropriately respond to non- verbal clues).* |  | 1.5 |  |
| 4 | **Managerial Skills**  *(Visibly demonstrates an ability to evaluate and adopt alternatives & arrive at timely & workable solutions).* |  | 0.5 |  |
| Score | |  |  |  |

**RATINGS KEY:**

| **1** | **2** | **3** | **4** |
| --- | --- | --- | --- |
| Below Expectation  ( 74% & Below) | Close to Expectation  (75% to 84%) | Achieved Expectation  (85% to 94%) | Exceeded Expectation  ( 95% & above) |

**Section – C**

1. **Critical Incidents** (Strengths and Weaknesses of the Assessee)
2. **Training Needs**

**a) For Present job:**

**b) For Development:**

1. **Comments on Present Placement / Suitability for handling additional bigger responsibilities**

**4. Comments on effectiveness in implementation of all Quality Systems like ISO, 5S**

**etc.**

**5. Comments on Attendance / Punctuality / Discipline**

**Over all Rating: (1 – 4 scale)**

**Signature of the Assessee Signature of Assessor**

**Name: Name:**

**Designation: Designation**

**Department**

**Recommendations of the Assessor:**

**Recommendation of the Reviewer:**

**Final Comments by the Director:**