**Annexure- A**

**Name of the Manager: Priyank Sharma Date: 15-07-2021**

**Name of the Employee: Anil Sharma**

**Employee Code: 1348**

Few Quick Questions you can discuss on:

1. Update: About work

What’s top of mind for you since our last check-in?

How’s the project/task/goal going?

Do you have any existing or anticipated roadblocks or challenges we should discuss?

Tell me about what you’ve been working on.

Where are you on ( ) project?

Are you on track to meet the deadline?

What questions do you have about the project?

1. Roadblock: Challenges Faced and what can we do to overcome the same.

How are you going to approach this?

What do you think you/we should do?

So, you’re going to do (task) by (…), right?

1. Growth (Self and team) and New Learning:

What are your future goals in this area?

What are your plans to get there?

What skills are you planning to add to make your current work more effective and perform efficiently?

How do you think we can do this better?

What new processes have you defined for your team?

How do you ensure that they are following the set processes?

How you helped team in their growth. What's your plan for your team growth?

1. Ideas: Anything we can so to improve the work /office culture?

Tell me about your week – what’s it been like?

Tell me about your family/weekend/ activities?

What went well in recent days?

Any suggestions/improvement in existing policies/processes defined by the management.

**Feedback(to be submitted to HR):**

**By the Team Member**

For project manager:

He always gives me the opportunity to handle the situation and client by myself and also the complete project so that I can upgrade my managerial skills.

For Company/HR:

Healthy Work environment in the company and HR provides entertaining activities time by time.

**Manager Update**

* He is good in single project handling in terms of coding.
* Started communication with Skype and he is doing well.
* Need to improvement in team work.
* Nature change in case of team project.
* He is responsible about task and timing.

**Follow-up for next meeting**

* Manage multiple projects with team handling.
* Client handling responsibility regarding decision making during communication.