



AZO FREE GLOBAL ACCEPTANCE

PERFORMANCE APPRAISAL – FOR STAFF

(APPRAISAL PERIOD: _____)

Name:		Emp. Code:	
Designation:		Department :	
Present Grade:		Current Location:	
Qualification Academic:		Technical:	
Duration in Present Position:		Present Salary (Gross):	
Position Joined at		DOB (Age):	
Date of Joining:		Reporting to:	
Type of Appraisal :	Confirmation/Annual Appraisal	Due Date :	

PERFORMANCE REVIEW

S.N o.	CHARACTERISTICS	A	B	C	D	E
1	Job Knowledge					
2	Proficiency in utilization of materials					
3	Tidiness in doing the work					
4	Ability to complete in time all work assigned					
5	Quality of work / Work attitude					
6	Ability to learn higher skills					
7	Capacity to achieve results					
8	Versatility in skills					
9	Interest in the present job					
10	Loyalty / Sincerity					
11	Punctuality					
12	Initiative					
13	Dependability / sense of responsibility					
14	Upkeep of tools / machinery / workplace					
15	Health / Hygiene					
16	Self - discipline					
17	Self - confidence					
18	Self Development					
19	Team adaptability					
20	Leadership					

A - Excellent

B - Very Good

C - Good

D - Fair

E - Poor

OVERALL ASSESSMENT *(Please Tick ✓)*

<i>Excellent</i>	<i>A</i>	
<i>Very Good</i>	<i>B</i>	
<i>Good</i>	<i>C</i>	
<i>Fair</i>	<i>D</i>	
<i>Poor</i>	<i>E</i>	

Is he/she suitable for your department: Yes/No

1. *If not, suggest which department/ area he/she is best suited for*

2.
a) *Major strengths of the appraisee*

b) *Major weaknesses of the appraisee*

3. *Suggest Training / development programmes for the appraisee*

4. *Leave availed during the year*

a) *Casual Leave Days*

b) *Sick Leave Days*

c) *Earned Leave Days*

d) *Leave without Pay Days*

5. *Counseling provided by the immediate superior and reaction of the appraisee*

6. *Comments of Departmental Head with recommendations*

Immediate Superior

Section Incharge

Departmental Head

Director

Action by the HRD Department: Increment letter issued on:

Next review due on :

Increment details :

Head – Corporate Human Resources