



AZO FREE GLOBAL ACCEPTANCE

**CONFIDENTIAL**

## PERFORMANCE APPRAISAL FORM FOR WORKERS

### APPRAISAL PERIOD \_\_\_\_\_

Name		Employee Code	
Designation		Grade	
Department		Gross Salary	
Qualification Academic		Technical Qualification	
Date of Joining		Date of Birth (Age)	
Duration in Present Job		Immediate Supervisor	
Functional Supervisor		Head of Department	
Type of Appraisal	Annual Increment	Due Date of Appraisal	

### Performance Review

#### Section I

This section is to be filled by the immediate supervisor and functional incharge of the appraisee. Please tick mark on the desired following parameters - (A-Excellent, B-Very Good, C-Good, D-Fair, E-Poor) against each characteristic.

Every characteristic carry 5 marks

	CHARACTERISTICS	Immediate Supervisor					TOTAL	Functional Incharge					TOTAL
		A	B	C	D	E		A	B	C	D	E	
		5	4	3	2	1		5	4	3	2	1	
1	Job Knowledge												
2	Quality of Work												
3	Quantity of Work												
4	GMP Compliance												
5	Hygiene												
6	Safety Consciousness												
7	Dependability												
8	Punctuality												
9	Discipline												
10	Team Behaviour												
11	Multiskilled												
12	Cost Consciousness												
13	Initiative												
14	Communication												
15	Job Flexibility												
		Total Marks						Total Marks					

**Comments of Immediate Supervisor**

Signature

**Comments of Functional Supervisor**

Signature

## Section II: Training & Development Recommendation

<p><b>Comments of Immediate Supervisor</b></p>   <div style="text-align: right; margin-top: 20px;"> <b>Signature</b> <div style="border: 1px solid black; width: 100px; height: 40px; display: inline-block;"></div> </div>	<p><b>Comments of Functional Supervisor</b></p>   <div style="text-align: right; margin-top: 20px;"> <b>Signature</b> <div style="border: 1px solid black; width: 100px; height: 40px; display: inline-block;"></div> </div>
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### Section III

**Head of Department**  
Overall of Comments if any,

**Signature**

## Section IV

**For HR use only:-**

Overall marking by the Immediate Supervisor & Functional Incharge would be calculated in the ratio of 70:30

### Particular

Marks Secured in Immediate Supervisor's Evaluation ( 75 )		70%	
Marks Secured in Functional Incharge's Evaluation ( 75 )		30%	
Total Marks			

## Over all Performance

A	90 -100	Excellent	
B	75 - 89	Very Good	
C	60 - 74	Good	
D	50 - 59	Fair	
E	Below 50	Poor	

## Section V

**Overall Performance rating** : \_\_\_\_\_

**Recommended for promotion : Yes / No**

**Total Increment to be given : Rs. \_\_\_\_\_**

## Head of Human Resources