



AZO FREE GLOBAL ACCEPTANCE

Performance Appraisal & Competency Evaluation Form (PACE)

TO BE USED FOR CONFIRMATION ONLY

(For Employees from E-10 to E-2 Grade)

Section-I: Performance Appraisal Form

Part-I : Goal Setting

Part-II: Appraisal for Confirmation

Section-II: Competency Evaluation Form

Part-I : Competency Evaluation Form

Part-II : Appraisal Talk Summary

Section-III: Final Review & Appraisal Summary

Name : Employee Code:

Position: Deptt. :

DOJ : DOB:.....

Qualf. : Location:

STL Exp:..... Total Exp.:

Type of Appraisal: Confirmation (w.e.f.)

Performance Appraisal Form

Name		Function	
Designation		Sub-Function	
Grade		Appraiser	
Date of Confirmation		Reviewer	
Location		HOD	

Section-I: Part-I: Goal Setting

The employee has to list 4-5 KRAs within **15 days (for employees in grades E-10 to E-6) and 30 days (for employees in grades E-5 to E-2)** of joining the organization and set the targets for the probation period and assign weightage in weightage column in order of importance of KRA in discussion with the appraiser. The weightage assigned must total 100.

Key Result Areas (KRAs)	Key Performance Indicators (KPIs)	Target (Timeline, Cost, Quality, Quantity or Asset utilization)	Weightage
Total KRAs Weightage			100

The individual and the appraiser have to assess the performance for the period and the appraiser has to provide improvement guidance /counseling to the individual employee.

KRAs No.	Self-Appraisal				Appraisal by Appraiser			
	Achievement %	Weight- age (W)	Rating Point (R)	WxR	Achievement %	Weight- age (W)	Rating Point (R)	WxR
KRA Score (KS)		100				100		

The objective is to re-align the efforts of the employee if the achievements made so far, are not as per the desired level / standard. (Attach sheets, if required)

Page 4 of 7

Section-II: Part-I: Competency Evaluation Form

From the core values of Sainath Texport Ltd., following competencies have been derived. These are the basic competencies, desirable of Sainath Texport Ltd. employees.

Guidelines:

- The appraisal has to be carried out for the group of competencies as applicable for the position.
- The weightage for different performance level is 0,1,3 & 5 respectively for gap, foundation, proficiency & mastery.
- The definitions of different levels of performance parameters i.e. Gap, Foundation, Proficiency & Mastery are provided in the grid attached to this form for your ready reference (Annexure 1)

Competencies		Self Assessment				Assessment By appraiser			
		Level Demonstrated				Level Demonstrated			
		Gap	Foundation	Proficiency	Mastery	Gap	Foundation	Proficiency	Mastery
		0	1	3	5	0	1	3	5
For Manager & below positions (E-10 to E-6 grades)									
1.	Performance Focus								
2.	Customer Focus								
3.	Creative & innovation								
4.	Communication Skills								
5.	Team Work								
For Sr. Manager & above positions (E-5 & above grades)									
1.	Strategic Leadership								
2.	People Leadership								
3.	Performance Focus								
4.	Customer Focus								
5.	Team Work								
	Competency Score (CS)								

Section-II: Part-II: Appraisal Talks Summary

Summarize the appraisal talk by listing the most important strengths and development needs. Determine what actions are necessary to address the most critical development needs.

Summary of Development Discussion		
Performance Summary	Top Three Strengths	Three Critical Development Needs

Development Action Plan

The appraisee in consultation with the appraiser has to define development actions against the three identified critical development needs.

Category	Development Actions	Target Date	Responsibility

Name & Signature of
Appraisee with signature

Name & Signature of
Appraiser with signature

Section-III: Final Review & Assessment Summary

Comment by the appraiser on achievements, failure and to summarize the employees' interest & his / her suitability for the position. Please tick the appropriate column on overall performance rating & recommendation on confirmation.

Method of calculating overall performance rating (OPR)

1. KRA Rating (KR) = KS / 500 x 100
2. Competency Rating (CR) = CS x 4

Overall Performance Rating (OPR) = 70% of KR + 30% of CR

Overall Performance Rating (OPR) (Please tick appropriate box)					Recommendation on Confirmation (Please tick appropriate box)		
Excellent	Very Good	Good	Fair	Poor	Yes	To be Extended (mention period)	No
> 93	74-92	57-73	41-56	≤40			

Space for the Appraiser's Comments:

<u>Assessment by the Reviewer</u>		
Rating by the Reviewer		
Recommendations on Confirmation		
Yes	To be Extended (mention period)	No
Signature with date		

<u>Assessment by the HOD</u>		
Recommendations on Confirmation		
Yes	To be Extended (mention period)	No
Signature with date		