

HR Orbit Data Fields

Submitted by: Faiyaz Masrur

Approved by: Liton Kumar Das

Signature:

Employee Login

Username: *

Password: *

Forgot Password

User Email: *

Forgot Password Form

New Password: *

Confirm Password: *

Change Password

Old Password: *

New Password: *

Confirm Password: *

Admin Login

Username: *

Password: *

Create Employee

Employee Username:

Enter Email

*

Employee Id:

Enter Id

*

Employee Name:

Enter Username

*

Designation:

Select

▼

*

Department:


Select

▼

*

Joining Date:

DD/MM/YYYY



*

Grade:

Options

Choose...

▲▼

*

Basic Salary:

28000

▲▼

*

Reporting Manager:

Options

Choose...

▲▼

*

Set Password:

Enter Password

*

Employee Profile

Employee Email: shovon.chowdhury@sonali.com

Employee Id: IT01

Employee Name: Shovon Chowdhury

Designation: Manager

Department: IT


Joining Date: 01-07-2024

Grade: T001

Reporting Manager: Md Solaiman Hossain

Responsibilities:

Previous Work Experience: * * * *
(Optional)

 [Note: To add another experience]


Total Work Experience: 1.2 year [Note: Auto calculate]

Educational Qualification: * * * No file chosen *
[Note: To add another qualification]

Professional Certificate: * *
(Optional)

* [Note: month, year]

No file chosen *

 [Note: To add another certificate]

Upload Signature: No file chosen *

Upload Image: No file chosen *

Performance Appraisal Form for Employee

Review Period: July 01, 2024 to July 01, 2025
Employee Id: IT01
Employee Name: Shovon Chowdhury
Designation: Manager
Department: IT
Joining Date: 01-07-2024
Grade: T001

ACHIEVEMENTS/GOAL COMPLETION *

You are encouraged to add your points on your achievements for this appraisal year. Including previous years goals (if any).

TRAINING & DEVELOPMENT PLAN *

What do you consider to be your main strengths that contribute to your overall performance?

What do you consider to be the aspects of your performance that needs to be improved?

What further training and/or experience do you feel would help your future performance and development? *

☒ SOFT SKILLS TRAINING

☒ BUSINESS TRAINING

☒ TECHNICAL TRAINING

Please Specify (if any):

Date:  *

Performance Appraisal Form for Employee - Reporting Manager Review

ACHIEVEMENTS/GOAL COMPLETION *

Make any comment that you feel necessary to clarify or supplement the Achievements mentioned above. In addition set goals for next year.

Reporting managers remarks for Training and Development Plan:

OVERALL ASSESSMENT

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time *

- ☒ Does not meet expectation ☐ Partially meets expectation
☐ Meets expectation ☐ Meets most expectation
☐ Exceeds Expectation

Provide comments to justify your rating. When crafting your comments, consider the following factors: consistent demonstrations of skills, competencies, and the results they have delivered for the organization.

How are you going to rate an employee's overall performance in terms of meeting or exceeding performance expectations? Select the option that best reflects the employee's level of performance over time *

- ☒ Low Potential - improvement not expected, lack of ability and/or motivation.
☐ Medium potential - room for some advancement in terms of performance or expertise.
☐ High potential - performing well and ready for promotion immediately.

Remarks on your decision:

Date:  *

Name: Md Solaiman Hossain

Performance Appraisal Form for Employee - HR Review

Remarks from Human Resource
Please validate this review and complement any necessary comment

LEAVE OBTAINED AS AT: Casual * Sick * Earned *

Total Leave taken: [Note: Auto calculate]

Late Attendance Percentage: * [Note: Very Good=100-91%, Good=81-90%,
Average=70-80%, Below Average=Less than 70%]

☐ Very Good ☐ Good ☐ Average ☒ Below Average [Note: Auto calculate]

Variance of Salary for Decision Making: * [Note: Gross, New Gross, Gross
Difference Auto calculate]

Present Salary		Status	Proposed Salary		Gross Difference
Basic *	Gross		New Basic	New Gross	
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Promotion with Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Promotion without Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Increment		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Enter Salary"/>	<input type="text" value="0"/>	Pay Progression		<input type="text" value="0"/>	<input type="text" value="0"/>

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

Date:  *

Name: Liton Kumar Das

Performance Appraisal Form for Employee - HOD Review

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

Date:  *

Name: Your HOD

Performance Appraisal Form for Employee - COO Review

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

Date:  *

Name: Md. Zahidul Islam

Performance Appraisal Form for Employee - CEO Review & Approval

Please confirm your agreement to this review and add any comment you feel necessary:

Decision	Yes/No *	Remarks *
Promotion Recommended with Increment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion Recommended with PP only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Increment Recommended without Promotion	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Only Pay Progression (PP) Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Promotion/Increment/PP Deferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Remarks on your decision:

Date:  *

Name: S. M. Jahangir Akhter