H1-2021

Performance Evaluation: IT

Employee Name	**Pramod Dongre**	Country	**TANZANIA**	Designation	**LEAD DEVELOPER**
Manager Name	**Asif Jeraj**	Country	**TANZANIA**	Designation	**COO**

(This form is designed to assist managers and employees in the evaluation process.
A rating out of 5, with 5 being the highest and 1 being the lowest)

General evaluation	Self Rating		Manager Rating	
Question	**1-5***	**Comment**	**1-5***	**Comment**
Do you delegate work appropriately to others and explain tasks to them clearly?	3	ok	3	good
How well do you relate with your colleagues and interact with them?	4	good	3	ok
How well do you relate to your manager and interact with them?	3	nice	4	good
How adaptable and flexible are you in your job?	5	fine	3	ok
Are you good at problem-solving and making the right decisions?	3	ok	5	good
Are you a team player and good at supporting your colleagues?	4	fine	4	nice
Do you meet your deadlines and commitments within time?	2	ok	5	nice
Do you maintain a professional appearance and are well-dressed and properly groomed?	1	good	4	oustanding
Do you plan your work in advance and are well-organized?	2	bad	5	ok
Do you communicate clearly and in time (responding to all phone calls and emails)?	1	ok	2	ok
Training & skills development	**Self Rating**		**Manager Rating**	
Question	**1-5***	**Comment**	**1-5***	**Comment**
What skills (hard skills or soft skills) have you developed/ improved in the last 6 months?	4	good	5	excellent
What are the areas of training and	3	ok	2	ok

Question	Self Rating 1-5*	Comment	Manager Rating 1-5*	Comment
development that you think you need to focus on in the next 6 months?				
Identify at least one training program that will benefit you in the next 6 months that will benefit you directly in your role?	3	ok	3	good

It technical evaluation	Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment
Rate your performance on Setting up of user accounts, permissions and passwords to ensure compliance with policy.	4	good	3	nice
Rate your performance on supporting and maintaining new server hardware and software infrastructure	4	good	4	ok
Rate your performance on proactively maintaining infrastructure to prevent failures, while provide maintenance of development and testing network environments	3	good	5	wonderful
Rate your performance on administering IT developments and undertaking project work	5	good	3	good
Rate your performance on leading activities to install, configure and maintain multiplatform systems hardware, software and components	3	good	5	nice
Rate your performance on ensuring projects, tasks and operations follow company and departmental policies and procedures	4	good	3	good
Rate your performance on ensuring systems adhere to OLAs and SLAs	2	good	3	nice
Rate your performance on migration of server and storage hardware, applications, and data into or from data centers	3	good	3	ok
Rate your performance on analysing computing requirements and a very strong all round infrastructure understanding.	5	good	4	good
Rate your performance on finalising new projects to facilitate effective IT systems in the company	3	good	2	ok
Rate your performance in training users to use the RDD IT systems	4	good	4	ok
Rate your performance in ensuring programs are designed within the	5	good	3	good

required timelines				
Rate your performance in creating programs that are fast, efficient and easy to use	4	good	5	excellent
Rate your performance on understanding .Net framework, APIs, JavaScript, HTML(for Software Development and SAP ERP staff)	3	good	4	nice
Rate your performance on understanding SAP Business One Out-of-the-Box and Add-On Development (for Software Development and SAP ERP staff)	5	good	5	ok

Overall Rating	Self-Rating		Manager Rating	
Question	**1-5***	**Comment**	**1-5***	**Comment**
What has your overall performance been over the last 6 months (i.e. July to Dec 2021)?	5	excellent	3	ok

Objectives – July to December 2021	
Question	
Objective 1:	Objective 1: good
Objective 2:	Objective 2: good
Objective 3:	Objective 3: good

It is the responsibility of both the employee and the manager to schedule a face-to-face meeting to discuss this performance evaluation and sign off after that.

Employee Name: Pramod Dongre   **Sign:** _____

Manager Name: Asif Jeraj   **Sign:** _____

Date and Time of Meeting between Employee and Manager: _____