

H1-2021

**Performance Evaluation: IT**

Employee Name **Pramod Dongre**  
 Manager Name **Asif Jeraj**

Country **TANZANIA**  
 Country **TANZANIA**

Designation **LEAD DEVELOPER**  
 Designation **COO**

(This form is designed to assist managers and employees in the evaluation process.

1\* - Does Not Meet Expectations, 2\*- Below Expectations, 3\*- Meets Expectations, 4\*- Occasionally Above Expectations, 5\*- Consistently Above Expectation)

General	Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment
How is your general attendance at work and your punctuality?	4	regular and punctual	5	punctual and regular
Do you delegate work appropriately to others and explain tasks to them clearly?	3	yes	2	ok
How well do you relate with your colleagues and interact with them?	5	Communicate regularly	5	good
Technical	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	very good	3	ok
Rate your performance on supporting and maintaining software infrastructure	3	good	4	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. January to June 2021)?	2	good	4	nice
Please justify your rating in detail.	very good		ok	

Objectives – July to December 2021	
Question	
Please add objective 1	Objective 1: good
Please add objective 2	Objective 2: ok
Please add objective 3	Objective 3: excellent
Please add objective 4	Objective 4: fine

*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:** \_\_\_\_\_