**Performance Appraisal Form**

| **Name** | Hrishikesh Lamdade |
| --- | --- |
| **Employee ID** | 7500 |
| **Position Title** | Software Developer |
| **Supervisor** | Atharv Mahesh Koli |
| **Department** | Develop Team 2 |
| **For Period** | 1 year |

Appraisee to complete before the interview and return to the appraiser by (date)

*Section 1*

**A2. Discussion points:**













***Section 2***



Rating Scale-- **1** (Below Expectations = *Less than 50%),* **2** (Partially Meets Expectations = *50% to 99%*) or **3** (Meets Expectations = *100%*) or **4** (Exceeds Expectation = *101% to 150%*) or **5** (Beyond Expectations = *More than 150%*) - to which the employee reflects these characteristics in the regular performance of his/her duties. Please use specific examples and comments to illustrate your rating.

| **Performance Factors** | **Justify...** | **Self Rating** | **Supervisor Rating** |
| --- | --- | --- | --- |
| **Code Quality**  The following factors contribute to overall code quality:   * Logic * Readability * Testing * Bugs * Efficiency * Design * Planning * Accuracy |  |  |  |
| **QUANTITY OF WORK:**   * Consistently meets or exceeds expected volumes of work, demonstrating a consistent ability to handle and deliver on assigned tasks efficiently and effectively. |  |  |  |
| **Reliability and Dependability:**  The following criteria encapsulate Reliability and Dependability:   * Dependability * Ethics & Trust * Availability at any time * Prompt * Understanding/ Processing speed * Meeting deadlines/ timelines * Individual output * TRUST & HONESTY * Updating responsibilities |  |  |  |
| **PLANNING AND ORGANIZATION OF WORK:**  The overall criteria for Reliability and Dependability encompass:   * Time management * Prioritizing tasks * Task Management * Execution of goal/ tasks * Anticipates changing work load |  |  |  |
| **INITIATIVE:** The following factors contribute to overall Initiative:   * Suggesting new changes * Code improvement * Suggesting new tools/apps/server * To make existing ways better * Creativity |  |  |  |
| **Attendance & Punctuality:**  Punctually attends work and commences tasks promptly as per the scheduled time, consistently maintaining a satisfactory record of attendance |  |  |  |
| **Communication:**  The following factors contribute to overall Communication skills:   * Cross functional communication * Team communication * Written & Verbal communication * Attentiveness |  |  |  |
| **OTHER:**  (Specify any other critical Performance Factors here) |  |  |  |
| ***TOTAL RATING:*** |  |  |  |

| **Supervisor's Comments:** |
| --- |
|  |

| **Employee' Signature** |  |
| --- | --- |
| **Supervisor's Signature** |  |

**Date:**