

Annual Appraisal Template

Manager Evaluation - Completed

Karthik Bhat T N

Job Title: Microsoft Developer
Document Type: Annual Appraisal Template
Template: Annual Appraisal Template New
Status: Shared with Employee

Manager: Shivakumar A M
Period: 04/01/2015 - 03/31/2016
Document ID: 76524
Due Date: 04/25/2016

Employee Data		
Empl ID :	19047	
Department :	ADM	OPERATIONS ENABLEMENT ADM
Location Code :	DOH	DOHA
Salary Plan/Grade :	I3LS	IS2

This document is available for your review. You should review this document with your manager if you have not already done so.

Section 1 - KRA / Objective

TECHNICAL SKILLS

- Due Date :
- Percent Complete: 90

Employee Comments: I have parallel worked on two different technologies and delivered in a short term.

Objective

Description: ¿ Ability to understand technologies / Client¿s requirements (knowledge of project modules/understanding on assigned modules) ¿ Ability to adapt to changing requirements ¿ Ability to develop and deliverable with minimal/within norm defects with minimal supervision / guidance ¿ Trouble shooting abilities ¿ Ability to adhere to standards & quality procedures as specified ¿ Documentation abilities

Average Rating: 5 - Five 5.00

Manager Rating: 5 - Five 5.00

Weight: 50%

Achievements: Excellent in Technical skills

Created By : Karthik Bhat T N 02/15/2016 1:41PM

Last Modified By : Karthik Bhat T N 02/15/2016 1:50PM

PERSONAL ABILITIES

- Due Date :
- Percent Complete: 90

Employee Comments:

Objective

Description: Ability to understand technologies / Client's requirements (knowledge of project modules/understanding on assigned modules) Ability to adapt to changing requirements Ability to develop and deliverables with minimal/within norm defects with minimal supervision / guidance Trouble shooting abilities Ability to adhere to standards & quality procedures as specified Documentation abilities

Average Rating: 4 - Four 4.00

Manager Rating: 4 - Four 4.00

Weight: 25%

Achievements: Good in Personal Abilities

Created By : Karthik Bhat T N

02/15/2016 1:45PM

MANAGERIAL ABILITIES

- Due Date :
- Percent Complete: 85

Employee Comments:

Objective

Description: Ability to plan and organize work and time, complete the tasks on time Ability to generate fresh ideas and areas of improvement Self development initiative to learn and contribute to overall project objectives, technical skills enhancements Focus on customer satisfaction

Average Rating: 4 - Four 4.00

Manager Rating: 4 - Four 4.00

Weight: 25%

Achievements: Scope to improve as per customer feedback on Documentation, time management and Ability to generate Fresh ideas.

Created By : Karthik Bhat T N

02/15/2016 1:50PM

KRA / Objective Summary

Average Rating: 5 - Five 4.50

Manager Rating: 5 - Five 4.50

Section 2 - Personal Effectiveness

Role Specific - Communication

Description :Communicates with clarity, structure and conciseness in both one to one and group situations. Gears presentation to level of listener or reader.

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

Created By : Shivakumar A M

02/15/2016 3:00PM

Essential - Competency / Expertise

Description :Competency / Expertise

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

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12/17/2015 11:16AM

Essential - Customer Focus & Customer Satisfaction

Description :Anticipates the needs of internal and external customers. Takes action to actively respond to customer needs. Searches for ways to increase customer satisfaction. Participates actively in customer satisfaction improvement actions.

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

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12/17/2015 11:16AM

Essential - Ownership, Initiative

Description :Taking complete accountability of one's responsibilities. Delivering results as demonstrated through a positive 'will do' attitude; decisiveness; high energy, and a bias for action and continuous improvement.

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

Created By : Template

12/17/2015 11:16AM

Role Specific - Planning & Execution

Description :Role Specific - Planning &Execution

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

Created By : Shivakumar A M 02/15/2016 3:00PM

Role Specific - Problem Solving / Analytical Skills

Description :Role Specific - Problem Solving / Analytical Skills

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

Created By : Shivakumar A M 02/15/2016 3:00PM

Essential - Team Work & Interpersonal Skills

Description :Establishes and/or contributes to cooperative and productive interaction in teams. And works towards achieving team goals.

Employee Comments:

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Manager Comments:

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Personal Effectiveness Summary

Average Rating: 4-Very Good 4.00

Manager Rating: 4-Very Good 4.00

Section 3 - Career Aspirations

Do you want to continue in the current career track?(Yes/No)

Employee Comments:

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If No, which track do you want to move to?

Employee Comments:

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12/17/2015 11:16AM

Please specify two career options in order of priority.

Employee Comments:

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12/17/2015 11:16AM

Section 4 - Competency Update

Are the Competencies updated in the system? (Yes/No)

Employee Comments:

Average Rating: Yes

1.00

Manager Rating: Yes

Manager Comments:

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12/17/2015 11:16AM

Section 5 - PDP-Top two will be considered

Section 6 - Manager Review

Appraisee's Strengths

Employee Comments:

Manager Comments: Good in technical skills Good attitude

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Appraisee's areas of improvements

Employee Comments:

Manager Comments: Scope to improve as per customer feedback on Documentation, time management and Ability to generate Fresh ideas.

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Do you agree with appraisee's career aspiration?

Employee Comments:

Manager Comments: Yes

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If No, state the reasons

Employee Comments:

Manager Comments:

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12/17/2015 11:16AM

State the next three steps required to meet expectations

Employee Comments:

Manager Comments:

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12/17/2015 11:16AM

Agreed Development Plan w.r.t. prerequisites

Employee Comments:

Manager Comments:

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12/17/2015 11:16AM

Kindly also state the desired methodology and the timelines

Employee Comments:

Manager Comments:

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Section 7 - Employee Comments

Employee Comments: Thanks

Section 8 - Manager Comments

**Justification/ Summary of
discussion:**

Section 9 - Overall Summary

Average Rating: 8.5	8.50
Manager Rating: 8.5	9

Audit History

Created By :	Shreemat Pattajoshi	12/17/2015 11:16:15AM
Last Modified By :	Karthik Bhat T N	06/01/2016 11:06:41AM