

Performance Appraisal Form

To be completed by Employee and Manager

Employee completes sections I, II, III and VI

Employee Name: Kavya Bhat	Title: Analyst
Department: Analytics	Performance Period: 2021
Location: Bangalore	Manager: Jimit Shah

Section I.
Key Responsibilities: Employee summarizes the high level responsibilities and expectations of the job function. Manager comments
Employee's Responsibilities 1.Data gathering, preparing and interpreting the data 2.Modelling & checks . 3. Analysing the model results,get insights 4. Preparing the deck/report and presenting it to the team Expectation is to learn more of programming languages while processing the data
Manager's Comments Manager's Comments

Section II.
Major Accomplishments & Results Employee lists major accomplishments in order of priority and evaluates the results achieved in meeting this goal. Manager comments on those accomplishments and gives rating. There is space allowed for managers to add additional accomplishments. The employee can list as many accomplishments as appropriate. Do copy/paste of text box to list additional accomplishments.
Accomplishment and result(s) of accomplishment Gained a Recognition for working well on a team(CCT)
Manager's Comments Manager types comments on accomplishment here.
Manager's Rating <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Accomplishment and result(s) of accomplishment 1. With a manager's direction worked self sufficiently on assigned tasks 2. I did not give any major talk in the field of analytics; However, I have helped and trained some of the new comers to understand them 3. Got a better exposure to one of the challenging projects and some of the trainings provided by AP
Manager's Comments Manager types comments on accomplishment here.
Manager's Rating <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Accomplishment and result(s) of accomplishment
Manager's Comments Manager types comments on accomplishment here.
Manager's Rating <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Manager's Additional Accomplishment
Manager's Comments Manager types comments on accomplishment here.
Manager's Rating <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Section III.
Disappointments: Employee lists some of his/her disappointments and missed opportunities during the performance year, its impact and what other factors could have led to a more positive outcome (including actions on the part of the Company as well as his/her own individual performance). Manager comments.
Employee's Disappointment(s) 1. Could have tried better in communicating ideas when necessary.
Manager's Comments Manager comments on employee disappointment(s) here.

Section IV.		
Performance Feedback:	Self Rating	Manager's Rating
1. Reliability and Consistency of Performance Dependability. Completes work in a timely manner. Meets deadlines.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	In assigned tasks I have put in the maximum effort to get the work done and I have been successful in doing so.	
2. Working with Management and Peers: Demonstrates skills and behaviours, which contribute to a productive work group. Helps build Teams.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	In most of the projects I have worked with, mostly I have been successful in getting the work done and I have been successful in doing so.	
3. Performance Under Pressure Maintains consistency of work and quality of work under time pressures and/or large volumes of work.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	This year I have tried to perform well during deadlines and always learned how to work efficiently afterwards hence rating	
4. Initiative Is self-motivated to work effectively with job-appropriate level of supervision.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	Once or twice proactively seeked new tasks to work on and have been successful in doing so.	
5. Job Knowledge Demonstrates knowledge of requirements, skills, software and methodology involved in completing a job. Attempts to keep current with necessary skills to maintain/increase productivity.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	Good enough knowledge but willing to learn more of it & hence rating myself 4	
6. Adaptability/Flexibility in Responding to Change Adapts behavior to accommodate changes in the workplace such as shifting of work priorities, technology, changes in working relationships, etc.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4

Comments		
7. Quality of Work Overall assessment of completeness, freedom from errors, etc.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
8. Quantity of Work Overall assessment of volume of work, timeliness, adherence to deadlines, number of activities handled, etc.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
9. Organizational, Planning and Coordination skills Demonstrates the ability to organize and prioritize workload.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
10. Responsiveness to Clients Knowledge results in clients receiving information on a timely basis.	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
11. Communication Skills Demonstrates both good written and oral communication skills.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
12. Leadership Able to inspire others to achieve impact.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
13. Interpersonal Skills Engages in fair and equitable treatment of others. Exercises diversity. Demonstrates listening, understanding, and respect for others.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
14. Confidentiality and Security Sensitivity Handles confidential information appropriately and exercises care in safeguarding proprietary and personal information.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
15. Attendance and Punctuality Maintains record in which absenteeism and tardiness are minimized.	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
16. Other (Please Specify)	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		
Section V.		
Overall Rating:		
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		

Section VI.	
Future Plans and Goals:	
Employee lists his/her goals for the next Performance year and outlines an action plan to achieve that goal; employee also indicates how AE can assist. If employee has already completed any other goal setting forms, including incentive plans, not necessary to complete this section. Please indicate which form. Manager comments on goals, prioritizes if necessary and offers feedback. Managers: These goals can become next year's accomplishments!	
Employee's Goal(s) & Action Plan(s) List help needed from AE	
1.Improve my knowledge in business analytics and to learn more and develop some additional skills(in data science) to advance in my career so I would appreciate if we can be provided with some developmental programs 2.Convey my ideas in a more effective way 3. Would like to apply the process by my own when I start working on projects(would appreciate if I get some help here)	
Manager's Comments:	
Manager types comments on employee's goals here.	
Section VII.	
Employee Comments (Optional):	
Employee completes this section after the discussion with Manager.	
Employee's Comments:	
Employee types comments here.	
Employee Signature: Kavya	Date: 02/11/2022
Manager Signature:	Date: