

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 I think additional responsibilities is working on client communication, handling a few more projects at the same time and start showing the ropes to new joiners. I think you have started on all these three but very initial stages. Want to see more this year

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(CCI)					
Manager's Comments I think the work was well delivered.					
Manager's Rating <table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input checked="" type="checkbox"/> 3</td><td><input type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" 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 AE					
Manager's Comments Yes you worked well and were able to follow directions well. Training and projects will have to be worked on further next year					
Manager's Rating <table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 3</td><td><input checked="" type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5
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Accomplishment and result(s) of accomplishment					
Manager's Comments Manager types comments on accomplishment here.					
Manager's Rating <table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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Manager's Additional Accomplishment					
Manager's Comments Manager types comments on accomplishment here.					
Manager's Rating <table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 4</td><td><input type="checkbox"/> 5</td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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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 yes this was on aspect I think you need to improve on. I did see in the later stages that you started trying to communicate with Polina and Sebastian but from this year on want to see you be more independent. I can definitely help you work towards that

Section IV.														
Performance Feedback:	Self Rating	Manager's Rating												
1. Reliability and Consistency of Performance Dependability: Completes work in a timely manner. Meets deadlines.	<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input checked="" type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 4		<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td><td><input checked="" type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 2	<input type="checkbox"/> 4	
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Comments	In assigned tasks I have put in the maximum effort to get the work done in timely manner without being derailed hence rated myself 4 (Specially in bolt project I have been consistently going above and beyond my effort in submitting results on time)	I agree with your efforts. I think you have been consistent and very dependable. If I assign you a task I know you would finish it and give it your best shot												
2. Working with Management and Peers: Demonstrates skills and behaviours, which contribute to a productive work group. Helps build Teams.	<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input checked="" type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 4		<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input checked="" type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 4	
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Comments	In most of the projects I have worked with, mostly I have collaborated well and tried sharing my knowledge for a better understanding of the concept.for this I have rated myself 4 (I have tried to share my knowledge with my peers Ankit, prasad,deepak,Ajay,Dhanusha & Palak in order to	I believe this is true but I want you to drive this more. I want you to build a rapport in the team that people come to you first for any issues and you take up more trainings.												
3. Performance Under Pressure Maintains consistency of work and quality of work under time pressures and/or large volumes of work.	<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td><td><input type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input checked="" type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 4		<table><tr><td><input type="checkbox"/> 1</td><td><input checked="" type="checkbox"/> 3</td><td><input type="checkbox"/> 5</td></tr><tr><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> 4</td><td></td></tr></table>	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input type="checkbox"/> 4	
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Comments	This year I have tried to perform well during deadlines and always learned how to work efficiently afterwards hence rating myself 4	I would agree with your statement but comparatively the pressure has been lower. More or less you were focused towards only one project and I would say at this point I was shielding most of the pressure away from you.
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 checked="" 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 learning creative ways to overcome challenges	I would say you are self motivated and you don't require a lot of supervision on the work itself but on many occasions you have been reliant on the PM for next steps and validating results
5. Job Knowledge Demonstrates knowledge of requirements, skills, software and methodology involved in completing a job. Attempts to keep	<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 checked="" type="checkbox"/> 4
Comments	Good enough knowledge but willing to learn more of it & hence rating myself 4	I have seen you improve your job knowledge over this past year. I think challenging projects help gain knowledge exponentially if you have the right attitude and you showcased that. Want to look forward this year for you to take up a mantle of SME so new joinees look up to you for any process related questions
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	<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 type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		There haven't been too many instances for you to display this so I would not rate you so high for now. Challenges in the future would determine if indeed you are adaptable and your pace of such adoption
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 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 checked="" type="checkbox"/> 4
Comments	Rating myself 4 as I believe I have paid enough attention to details in everything I do to minimize the re work	Yes I think you have learned well from past experiences to make minimal errors
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 type="checkbox"/> 2 <input checked="" type="checkbox"/> 4	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	I understand the criticality of deliverables and ensures that I am on track with respect to task completion & sometimes I have also approached my lead for any kind of help when I am done with my work hence the # 4	On an average the quantity of work handled has been low considering the workload the team had this year. But there are significant ones approaching you now so its paving way to a 4 in the future
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 checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	So far, I have checked the priority of each task with respective project leads and used to build a to do list to get it done. So I would rate 4 here	Not a lot of planning required at this stage but yes individual work planning is what I seek. I was not too impressed with that aspect but I have seen improvements in this area and I think you are learning this skill as well.
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 checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	During my Bolt project I have made attempt to respond to client's needs but with the guidance and would still like to improve in this area hence rated 3	Yes I would love to help you in this direction and there is still some way to go here for you
11. Communication Skills Demonstrates both good written and oral communication skills.	<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 type="checkbox"/> 2 <input type="checkbox"/> 4
Comments	I have tried my best to communicate effectively with the team members & clients and still learning to improve myself in this and hence rating myself 4	I would rate it a 3 now since you don't really speak up in important calls or client meetings. You are very restrained currently and I want you to change that. You have great potential so its even more difficult to accept your lack of communication
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 checked="" 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	<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 checked="" type="checkbox"/> 4
Comments		I agree that you display these characteristics but your circle is very small. I want you to interact with more people and need you to gain a reputation of being a go to.
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 checked="" type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4
Comments		complied
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 checked="" 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		

3.5

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:

Over and above what you mentioned, I think what I see next for you is -

- 1) Improve communication - having the potential means nothing if you don't use your talents. Want to see you be more responsive and interact more with client or CS
- 2) Handle more workload - improve your effectiveness even while working on multiple projects
- 3) Train and guide new resources - I see you as an experienced resource now. Want you to shrug away from the junior analyst type mentality and start acting as an experienced resource. help new joiners and train them to work effectively. Build a reputation as an expert so people reach out to you first before Leads

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: Jimit Shah

Date: 3.25.2022