**Date:-26-04-2023**

**Appraisal Form**

1. What do you consider to be your most important accomplishments on the job since starting?

**My most important accomplishments are to stay with latest technology, improved knowledge of logics. Also I have learnt React native, Flutter and also utilize it on live project.**

1. What questions do you have concerning what is expected of you on the job?

**I expect to grow professionally in my career path with the company. Also basic job expectations including fair treatment of my work, best working environment.**

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1. What steps could you take to improve your performance? Are there any training courses or assignments you feel would increase your ability to do your job?

**I have improved time management, set clear goals, set work by prioritize, Split my tasks into milestones and also using Flutter, React Native, document, stack overflow, github extension to improve my work.**

**If I stuck in any work/logic then I get suggestions from my team member.**

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1. Please outline any accomplishments, awards, or activities that might give a more complete picture of your strengths and abilities.

**I have re-organized something to make it work better, identified a problem and solved it, come up with a new idea that improved things, and also do special project functionality like, Video Calling, Chat implementation, ecommerce app. Also start working on flutter and react native projects**

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1. What are your career goals?

**My goal is to improve new skill day by day, want to expert in my field. Also want to have a good job, a job I enjoy doing, and be happy in my life outside of work. My goal is to be a good colleague and employee, and to earn a decent salary that will allow me to support my family and the people I love.**

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1. How will you incorporate the Mission, Vision, Values and Service Excellence Values into your work and department at Ethics Infotech?

I am giving always my best to complete any achievement of our organization and doing my job with company rules and regulation and always support and give my opinion on company's decisions.

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1. Do you have any other questions that you would like to discuss at this meeting?

**Yes, want to discuss my pros and cons. So that I can improved my self.**

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***For Managers / HR Only.***

**Rating Criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Rating 1** | **Rating 2** | **Rating 3** | **Rating 4** | **Rating 5** |

**General Conduct (HR)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Consistency |  |  |  |  |  |
| Attendance |  |  |  |  |  |
| Discipline |  |  |  |  |  |

**Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quality of Work |  |  |  |  |  |
| Job knowledge |  |  |  |  |  |
| MBO(Management By Objectives) |  |  |  |  |  |
| Being on Time & Budget |  |  |  |  |  |
| Team Leading skills |  |  |  |  |  |
| Integrity (The quality of being honest and having strong moral principles.) |  |  |  |  |  |

**Skill Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Initiative & Motivation |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Team Work |  |  |  |  |  |
| Creativity |  |  |  |  |  |
| Cordial Relationship building (Use cordial to describe a relationship that is friendly and sincere but not overly close.) |  |  |  |  |  |
| **Over All Ratings** |  |  |  |  |  |

**Date of Meeting done between Team lead and Employee:**