# PRD FORM

Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Information |  |  |  |  |
| Employee Name : | Atul | Outstanding | 91-100 | S |
| Employee Email : | pkaur@aigbusiness.com | Exceeds Expectations | 81-90 | M |
| Employee Code : | 1 | Meets Expectations | 71-80 | A |
| Job Function : | It | Improvement Needed | 51-70 | R |
| Date of Review : | 31-12-2017 | Unacceptable | Below 50 | T |
| Reviewed By : | Pawan |  |  |  |
| Reviewer's Employee Code : | 2 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work is performed accurately & neatly./Work is consistent, thorough and complete. | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Amount of work performed on daily basis is appropriate for job function | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Understands the job requirement and has specific content knowledge /where appropriate, completes work within timelines & is efficient for the work | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is punctual and do not take uninformed leaves | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Behaviour with colleagues, Subordinates, Supervisor | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is employee always keen on taking intitiatives to follow the mission and values of the company | Self Assessment | Manager Assessment | Comments | Total Score | Achieved Score |
| na | na | na | na | na | na |

Reviewer's Signature :



Employee Signature :

