

HSPL

Performance Appraisal Form

NAME		DATE OF JOINING	
DESIGNATION		EDUCATION	
EXPERIENCE		DATE OF BIRTH	
PERFORMANCE AGAINST TARGETS FOR CURRENT YEAR			MARKS
1. Key Areas of responsibilities	1. Results		
2	2.		
3	3.		
4	4.		
5	5.		

Note: The points will be given out of 10 for each points and in total out of 50.

EVALUATION PARAMETERS

SN	Key Competencies	2	4	6	8	10
1	Customer Orientation-Business Generation Adequately identifies needs and push customers for purchase/repair of spare parts/components/consumables. Amicably communicates the message to-fro customer. Builds value for Individual and company.					
2	Self-Learning Qualities Takes the lead when opportunities for learning are available. Provides analysis to customer to resolve the matter on site. Persuades and convinces on technical matters;					
3	Problem Solving Skills Takes lead while solving problem at site. Individually problem-solving skills and works an extra mile to solve at the earliest. Seeks win/win solutions whenever possible. Applies principles of consensus.					
4	Initiative & Drive Works pro-actively to do more than is required by an assignment, including time spent outside normal working hours when necessary.					
5	Initiative & Drive Works pro-actively to do more than is required by an assignment, including time spent outside normal working hours when necessary.					
	TOTAL	Points				

Out of 50-

TARGET FOR THE NEXT YEAR 2019

1.

2.

3.

4.

5.

REMARKS:

5. OVERALL VIEW OF PERFORMANCE

Below Average	Average	Good	Very Good	Excellent
<39	40 - 59	60 – 75	76 – 89	90
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trend

Declining

Stable

Improving

☐
☐
☐

EMPLOYEE'S COMMENTS:

Employee Signature

Date:

Evaluator Signature

Date:

Next Level Manager Signature (HOD/MD)

Date: