



INDIVIDUAL PERFORMANCE REVIEW

EmployeeName:Rabin Pun

Job Title: Software Developer

ocation: Bloomington MN 55431

Work Performance Review: January, 2019 to March, 2019

<i>Summary</i>	<i>Self Rating</i>	<i>Agreed Rating</i>	<i>Comments</i>
Dependability	<i>1</i>	<i>2</i>	Mr. Rabin Pun can always be counted on to complete assignments. He works effectively and enthusiastically accomplishes assignments with minimal supervision.
Problem Solving Skills	<i>1</i>	<i>1</i>	Mr. Rabin Pun successfully identifies, analyzes, and solves problems. He clearly explains options and solutions to end-users. He shows patience in dealing with complex and time-consuming issues.
Technical/Job Knowledge	<i>1</i>	<i>1</i>	Mr. Rabin Pun demonstrates a thorough knowledge of his key responsibilities. His knowledge about our company goes well beyond his area of responsibility.



Quality of Work	<i>1</i>	<i>2</i>	Mr. Rabin Pun ensures that the finished product is always of the highest quality. He makes a documented record of final outcomes and resolutions. He always remains committed to continuous process improvement.
Productivity	<i>1</i>	<i>2</i>	Mr. Rabin Pun Consistently meets or exceeds productivity targets. He constantly finds the right balance between volume and quality. He readily tackles new projects that require a substantial investment of time.

Rating Scale (details see over)

1. Exceptional Performance
2. Very Good Performance
3. Good Performance
4. Improvement Required
5. Unacceptable Performance



Summary <i>(What living the values looks like in the role)</i>		Comments <i>(How the values were lived in the role)</i>	
Interpersonal Skills		I have found Mr. Rabin Pun to be professional and to get along well with all staff, this being a very important part of team work. He has developed and maintained effective working relationships with supervisors, peers, and customers; acts professionally and responsibly in job-related matters or situations including difficult or conflictive situations; presents self as capable and confident.	
Initiative		Mr. Rabin Pun consistently pursues his own professional development. He is willing to work whatever hours are necessary in order to get the job done. He assumes new responsibilities whenever the opportunity arises.	
Adaptability		Mr. Rabin Pun is flexible and works on multiple tasks, managing his time and deadlines. He rapidly adapts to changes in the nature of his assignments. He maintains composure when faced with stressful situations. He is a versatile team player capable of handling diverse assignments	
Time Management		Mr. Rabin Pun allocates time according to the peaks and valleys of the production cycle. He ensures that his day is planned as productively as possible. He does not allow distractions or obstacles to get in the way of meeting deadlines.	
Communication		Mr. Rabin Pun regularly asks for immediate feedback to ensure understanding. He cultivates a culture of openness in information sharing. He explains complicated issues clearly and succinctly. He builds strong working relationships with other internal departments.	
Values objective rating	<i>Self Rating</i>	<i>Agreed Rating</i>	Values Rating Scale (details see over) A: Role models the values B: Lives the values in most situations C: Lives the values in many situations D: Fails to live the values in significant ways
	<i>A</i>	<i>B</i>	



Overall agreed rating	2B	Overall Mr. Rabin Pun is technically a great employee. He works hard to complete his assignments with care and quality. I am satisfied with his performance under my supervision.
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Signed:

Employee Name: Mr. Rabin Pun

Date: 04/05/2019

Signed:

Manager: Ms. Srijana Shrestha

Date:



OPTIONAL FORTHIS PAGE

Othis substantial achievements – N/A

Significant issues

Comment on any external influences that affected ability to achieve the objectives, on any adverse consequences of how the objectives were approached and on any serious shortfalls in the overall performance of the job. – n/a

Individual's comments

I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status. I intend to get involved in more trainings and opportunities to work in close liaison with my senior managers to continuously improve in my work.

Manager's comments

Without a doubt, Mr. Rabin Pun is an important addition to my team, his initiative, his aptitude in learning is very good. He has performed as per expectation. I am sure He will be a great asset to the company with further experience and training. Overall He is a dedicated employee with great work ethic and sense of responsibility.



RATING SCALE DESCRIPTION

Work Performance Rating Scale

1. Exceptional Performance	This person has far exceeded their agreed objectives and agreed performance standards
2. Very Good Performance	This person has consistently met their objectives to the agreed performance standards. In some cases they have achieved more than their agreed objectives and to a his standard than expected
3. Good Performance	This person has achieved the agreed objectives to the agreed performance standards. This is the minimum performance expected from every employee in Vastika Inc..
4. Improvement Required	This person has met some or most of their objectives to the expected performance standards. In a few areas they did not meet their objectives and / or agreed standards
5. Unacceptable Performance	This person has not met most or all of their objectives and expected performance standards. Their performance has been consistently poor which has proved detrimental to the team / business unit.

Values Objective Rating Scale

A. Role models the values	This person is a role model for the way VASTIKA INC employees should behave. In all situations and in all ways they embody the Company's values and coach/influence his to more fully embody the values.
B. Lives the values in most situations	This person fully understands what the Company's values mean for how they should behave and in most circumstances demonstrates behavior that supports the values. This is expected of all VASTIKA INC employees.
C. Lives the values in many situations	This person generally understands what the Company's values mean for how they should behave and in many situations demonstrates the values. In some ways however they need to more fully live the values.
D. Fails to live the values in some significant way/s	This person in some persistent way does not demonstrate the Company's values; their behavior does not support the values, or they do not accept that how



	they behave is important. Radical improvement is required in how they live the values every day.
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