

# APPRAISAL

## Employee Details

Name :Agilan

Designation :Graduate Trainee

Date of Joining :05-02-2019

## Performance goals

Goal	Weightage	Employee Rating	Employee Comments	Manager Rating	Manager Comments
Sets appropriate objectives to meet commitments within budget.	4				
Establishes priorities. Anticipates and prepares for changing workload or working conditions.	4				
Demonstrates willingness to assume additional responsibility.	4				

## Competency goals

Goal	Weightage	Employee Rating	Employee Comments	Manager Rating	Manager Comments
Sets appropriate objectives to meet commitments within budget. Establishes priorities and organizes workflow to meet objectives.	4				
Increase in conversion rate and production rate	4				
Maintains composure in highly stressful or adverse situations.	4				

## Leadership goals

Goal	Weightage	Employee Rating	Employee Comments	Manager Rating	Manager Comments
Sets appropriate objectives to meet commitments within budget. Establishes priorities and organizes workflow to meet objectives.	4				

Manages, leads, and enables the process of change and transition while helping others deal with the impacts.	4				
Knows what FIT information or materials are sensitive and why.	4				