

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
Produces expected volume of work in a timely manner.	4	A	sdsadasd	A	asdsad
Maintains standards consistently.	4	A+	asdasdas	B+	sadasd
Sets appropriate objectives to meet commitments within budget.	4	B+	dasddsa	C	sadasd

Competency goals

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

Leadership goals

Goal	Weightage	Employee Rating	Employee Comments	Manager Rating	Manager Comments
Manages, leads, and enables the process of change and transition while helping others deal with the impacts.	4	A	sadasdsad	B+	sadasdasd
Knows what FIT information or materials are sensitive and why.	4	B+	sadsadsad	A+	sadsad

Sets appropriate objectives to meet commitments within budget. Establishes priorities and organizes workflow to meet objectives.	4	B+	sadasdsad	A	sadsad
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