

Performance Appraisal

Name :	Employee ID :
Date of Joining :	Reporting officer :
Designation :	Reviewing officer :
Section :	Current review period :

.....

S · N o	ROLE (Current Period)	*Employee self-explanation on achievement	Self-rating (01 - 05 points)	Goals for the next review period (To be set by Reporting officer)
1				
2				
3				
4				
5				

Rating Scale: 1 - Poor 2 - Satisfactory 3 - Average 4 - Very Good 5 - Excellent

I have understood my GOALS for the next review period as set by my reporting officer.

Employee Signature:_____
Date:_____

Reporting officer

Reviewing officer

Parameter	Self-rating (01- 05 points)	Remarks by reporting officer (if any)
Punctuality		
Discipline		
Quality of Work		
Teamwork		
Initiative & Proactiveness		

Challenges faced in roles assigned

Sl.No	Difficulty and Challenge	Justification – How does it affect day to day work

Reporting officer comments :

Employee signature

Reporting Officer signature