

	Organization Name:	Document No:	QUXAT/HR/F/3
	Employee Performance & Appraisal Form	Page No:	Page 1 of 1

Name of the Employee		Department	
Appraisal Year		Designation	
Date of appraisal		Time	

S. No	Assessment (tick mark the relevant field)	Above Expectation (5 Marks)	Meets Expectation (3 Marks)	Below Expectation (1 Mark)
1	Job Knowledge			
2	Initiative & Motivation			
3	Quality of work			
4	Communication skills			
5	Interpersonal Relations			
6	Dependability			
7	Cost effectiveness			
8	Attendance & Punctuality			
9	Discipline			
10	Overall Performance			

Total Score: (should be more than 80% for good appraisal)

Comments:

Department HOD (Name/Sign)

Authorized Signatory (Name/Sign)

Employee Performance Appraisal should be conducted every year and relevant feedback provided to the employee concerned for improvement/career development. The completed form should be stored in the personal file of the employee for record.

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No:
Prepared/Issued by:	Quality Manager	Approved by		Managing Director