**Performance Review Guidelines for Self-Appraisal**

Self-Appraisals offer numerous benefits to the appraisal process including greater perceived accuracy, fairness, and improved understanding of the demands and expectations of the organization. We recommend that the Self-Appraisal be completed and submitted to your manager approximately 1 week prior to your Performance Appraisal discussion.

The Performance Review Form provides a periodic written review of individual performance, in the context of the ongoing performance management process. It is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives, provide feedback about the employee’s performance with respect to skills and behaviors, provide a framework for identifying the employee’s development plans, and serve as a basis for merit increase decisions. Managers and employees are responsible for completing a **yearly** performance review as part of ongoing performance discussions. Preparation for the performance review discussion should begin with the employee completing a self-appraisal.

The Human Resources Department is available to answer questions and to provide assistance to managers and staff members on any aspect of the performance management process, including the performance review form.

**I Major Areas of Responsibility** (This is *what* you do)

This section of the Performance Review form is used to recording the three or four major activities or goals that you are responsible for in your job as well as the evaluation criteria for these. The major activities typically reflect duties described in the job description and/or performance goals. Evaluation criteria encompass such standards as impact, timeliness, cost-effectiveness, client satisfaction, accuracy, consistency, etc. During the review period, the manager and staff member are encouraged to review progress in meeting identified goals or activities, and the manager may decide to revise, add, or delete any of these in order to best meet changing organizational needs.

**II Performance Competencies—Skills and Behaviors** (This is *how* you do it)

At the beginning of the review period, the manager and employee are responsible for reaching a shared understanding of the key skills and behaviors as they relate to the individual’s job description and have been established by the manager. While the employee will be evaluating him or herself regarding the key skills and behaviors, the manager is ultimately responsible for assessing the staff member’s performance against the agreed-upon performance expectations and reviewing the assessment with the individual. Performance that does not meet expectations should be addressed in the Development Plan section of the Performance Review.

**III Overall Assessment**

The manager completes a brief summary of the employee’s overall performance. (Employee does not complete this section.)

### IV Development Plan

There are four kinds of Development Plans:

1) Development to close performance gaps: the manager, in conjunction with the staff member, should identify development plans for any goals, skills, or behaviors which are assessed at the “Needs Improvement” performance level.

Development plans that address performance at the “Needs Improvement” performance level should be reviewed and discussed through ongoing performance discussions.

2) Development to enhance job skills and performance: plans identified by a manager with the individual to provide opportunities for a staff member to enhance job-related skills and performance.

3) Development for career advancement: plans identified by the manager and individual to enhance the promotability of a staff member.

4) Development for career exploration: staff members may initiate a development plan to provide opportunities for career exploration through cross-training or mentoring activities.

**V Performance Goals and Expectations**

This section is used to begin the performance management process for the next review period. Goals typically reflect major job activities and may be modified throughout the year based on changing organizational needs.

**Employee Self-Appraisal**

Name Abhay Singh Date of Review 19-12-2023

Job Title Web Developer Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Laravel\_\_\_\_

Date Appointed to this Position\_\_\_\_\_\_\_15-Aug-2023\_\_\_\_Review Period \_\_\_\_\_\_\_\_\_\_\_example\_\_\_\_\_\_

Manager’s Name and Title\_\_\_\_\_\_\_\_\_\_\_Mr\_Vineet Gupta\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Section I—Major Areas of Responsibility

**Major Areas of Responsibility/Goals—** These typically relate to the major activities that you perform on your job and/or the goals that have been established by your manager and discussed with you. This is also an opportunity to describe noteworthy accomplishments.

|  |  |
| --- | --- |
| **Primary Performance Expectations:**  **Responsibilities/Goals** | **Notes/Comments on Achievements & Areas for Improvement** |
| Implement frontend components using HTML, CSS, Bootstrap and JavaScript. | Create an excellent design of PDF, like the Haze Institute ID card. Certificate and rank swift Aadhar card, pan card.  We want to learn Photoshop tools, improve Bootstrap, and in my profile, we need to add a full-stack word. That is why we want to learn React. |
| In Laravel, we learn: excel,pdf,session, AJAX datatable, local storage,strops, implement,explode,multi-auth,middleware,guard,sessions,access control,login with Otp,firebase notification ,chunks ,isset ,goggle login etc. | We want to learn all the latest things, like real boot chat, payment gateways, And the most used in Larvael API, Laravel Sanctum,Livewire,Laravel Cashier, etc., and we need to have a stronger backend in the future. |
| Learn Handling Project requirement and client requirement. | We improving continuously to understand a client requirement and project. And continuously working on  code reusability ,code optimization and logic building. |
|  |  |

**Section II—Performance Competencies (Skills and behaviors)**

**These skills and behaviors have been identified as important for most employees. Other skills and behaviors may be added if needed. Please review and consider how you have demonstrated these in your job and how you might improve on these going forward.**

|  |  |
| --- | --- |
| **Competency Area** | **Notes/Comments on Competency Areas and Suggestions for Improvement** |
| **Taking Responsibility:** Completes assignments in a thorough, accurate, and timely manner that achieves expected outcomes; exhibits concern for the goals and needs of the department and others that depend on services or work products; handles multiple responsibilities in an effective manner; uses work time productively. | Consistent ability to complete task, catch minor error and enhance performance.  Generally Meets deadlines and task within the expected timeframe and explore strategies to improve efficiency . |
| **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect; goes above and beyond to anticipate customer needs and respond accordingly. | Implement regular surveys, feedback , or other mechanisms to gather insights directly from customers .  Before start the project a brief overview of the project. |
| **Problem Solving/Creativity:** Identifies and analyzes problems; formulates alternative solutions; takes or recommends appropriate actions; follows up to ensure problems are resolved. | Stay updated on the latest technologies and tools. |
| **Collaboration/Teamwork:** Uses diplomacy and tact to maintain harmonious and effective work relationships with co-workers and constituents; adapts to changing priorities and demands; shares information and resources with others to promote positive and collaborative work relationships; supports diversity initiatives by demonstrating respect for all individuals. | Teamwork will help in logic building , new skills . |
| **Communication/Interpersonal Skills:** Is able to effectively communicate and influence others in order to meet organizational goals; shares information openly; relates well to all kinds of people; is able to speak well and write effectively. | Strengthen Communication skills to ensure recommended are effectively conveyed and understood by client. |

**Section III—Growth and Development Plan**

**Employee: Describe two or three of your top strengths and one or two growth/development opportunities. Provide this to your manager for discussion and review.**

|  |  |
| --- | --- |
| **Strengths:** | 1. If I understand the project requirement well, we can work more efficiently in less time. 2. My Backend as well as frontend well. I handle tasks independently and usually complete them within the given time frame without needing assistance. |
| **Growth/Development Opportunities:** | We need to explore the most famous **Opportunities** in laravel such as, API, payment gateway, ecommerce website, AWS, ChattBots, Firebase. |
| **What will you (the employee) do?** (This can be as simple as reading a book, serving on a team, observing someone who does it well, asking for feedback on a behavior that you’re trying to change, etc.) | Brainstorming like searching for the latest technologies. Like cloud, AWS and AI. |
| **What can the manager do to support this?** | 1. Provide project details in written form because written information allows us to easily review it any time, and we can refer to it when discussing with the manager. |

**Section IV—Performance Goals & Expectations (for next review period)**

Name: Abhay Singh Review Period Start Date: \_\_\_\_ 19-12-2023 \_

Job Title: Laravel web developer Manager’s Name: \_\_\_\_\_\_\_\_\_Vineet Gupta\_\_\_\_\_\_\_\_\_\_

**Goals for Next Review Period—**Identify three to five goals to be accomplished during the next review period by thinking of the major activities related to your job. At the end of the review period, rate how well these goals were achieved. Keep in mind that during the review period, goals and evaluation criteria may be revised, added, or deleted in order to best meet changing organizational needs. This form should be helpful in completing next year’s performance review.

|  |  |
| --- | --- |
| **SMART Goal** (Specific, Measurable, Attainable, Realistic, Timely) | **How we know it was achieved** |
| Learn Advance API | Achieving advanced API. Example –Ecommerce API, Login API,Brodcasting Project etc. |
| Learn Advance Coding and futurestics tools | Laravel React js , Vue js,Git Hub,etc. |
| Improve code efficiency | By code optimization, time efficiency, fewer bugs, improving the basic, and continuously hard work and smart work  together. |
| Example | cvgsgcgzfc |

**Appendix: Knowledge, Skills, and Abilities for Business and Financial Managers**

*The following skills that are applicable can be incorporated into the Major Areas of Responsibility Section 1 and/or the Performance Competencies Section 2.*

|  |  |
| --- | --- |
| **Competencies/Skills** | **Notes/Comments on Competency Areas and Suggestions for Improvement**  ***(optional but strongly encouraged)*** |
| **Financial Acumen:** Demonstrates knowledge of and effectively implements GAAP; demonstrates knowledge of and effectively implements internal finance/accounting policies and procedures; meets university deadlines. |  |
| **Business Knowledge:** Demonstrates through accuracy; understands the department’s mission; plans for short-term goals as well as longer-term financial planning; understands the roles of central staff and supports company needs for financial reporting; contributes to university work groups to develop and enhance business practices and policies. |  |
| **HR, Payroll, Oracle, SIS systems:** Ability to understand and integrate a related program or process changes into the unit; reviews & assesses programs for effectiveness. |  |
| **Managing and measuring work:** Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; provides feedback (both up and down). |  |
| **Hiring and Staffing:** Is a good judge of talent; recruits & hires the best people available from inside or outside the organization; is not afraid of selecting strong people; assembles and orients talented staff. |  |
| **Delegating:** Comfortably and effectively delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports finish their own work. |  |
| **Fostering Diversity and Inclusiveness:** Manages a diverse group of people equitably; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all. |  |
| **Developing Self:** Shows evidence of personal development (e.g. software skills enhancement, financial training); completes specialized training as appropriate (e.g. research, compliance, etc.); identifies ways to improve efficiency and accuracy. |  |
| **Developing Others:** Provides challenging tasks and assignments; holds frequent development discussions, completes performance reviews, etc; is aware of each direct report’s career goals; constructs compelling development plans and executes them; pushes direct reports to accept developmental moves; provides mentoring; is a people builder. |  |