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| **PERFORMANCE APPRAISAL FOR THE YEAR 15’16 ( Direct Employee)** | | | | |
| **Employee Name** | **Mr. Ashok B. Raval** |  | **Employee No** | **2645** |
| Designation | Operator |  | Department | Medical |
| Date of Joining | 23-12-2013 |  | Location | A-8 |
| Total Work Experience (including outside company) |  |  | Present Grade |  |
| Name & Designation of Appraising Officer | Mrs. Preeti Vani |  |  |  |
| Name & Designation of Reviewing Officer |  |  |  |  |

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| **Guideline for Rating** | | | |
| **5 －Excellent** | **Significantly Above Target**   * Far Exceeded objectives, responsibilities, expectations | | |
| **4 －Exceeds Expectations** | **Above Target**   * Exceeded Objectives, responsibilities, expectations | | |
| **3 －Fully Achieves Expectations** | **On Target**   * Solid Performer, Met objectives, responsibilities, expectations | | |
| **2 －Met Some but not All Expectations** | **Below Target**   * Needs Improvement Did not fully meet key objectives, responsibilities, expectations | | |
| **1 －Unsatisfactory/ Needs Improvement** | **Significantly Below Target**   * + Unsatisfactory Did not accomplish most objectives, responsibilities, expectations   + *Immediate and sustained performance improvement required to remain in position* | | |
| **Summary of Ratings** | | | |
| **Factors** | | **Ratings** | **Weightage (%)** |
| Productivity | |  | 10 |
| QUALITY OF WORK | |  | 20 |
| JOB KNOWLEDGE/TECHNICAL SKILLS | |  | 10 |
| TEAMWORK/COOPERATION | |  | 10 |
| INITIATIVE | |  | 10 |
| COMMUNICATION | |  | 10 |
| SAFETY | |  | 10 |
| HOUSEKEEPING & 5S | |  | 10 |
| Employee History (Attendance, Project, Kaizen, TQM, Training & Employee Engagement activity) | |  | 10 |
| Total | |  | 100 |

**All sections of this forms to be completed by immediate supervisor**

**Section:1**

**Weightage: 10%**

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| **Attendance Detail 14’15** | | | | | | | | |
| **Working Days** | **Leave** | | | | **Late coming** | | | **Ratings** |
| 299 |  | | | |  | | |  |
|  |  | | | |  | | |  |
| **Kaizen ( Targeted Kaizen Minimum 6)** | | | | | | | | |
| **Total Kaizen submitted** | | | **Approved** | | | **Remarks** | | **Ratings** |
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|  | | |  | | |  | |  |
| **5S Score card (Targeted Score Minimum %)** | | | | | | | | |
| **Months** | | | **Score** | | | **Remarks** | | **Ratings** |
| **Q1** | | |  | | |  | |  |
| **Q2** | | |  | | |  | |  |
| **Q3** | | |  | | |  | |  |
| **Q4** | | |  | | |  | |  |
| **Average** | | |  | | |  | |  |
| **Details of Training Imparted** | | | | | | | | |
| **Topic** | | **Faculty** | | **Date** | **HRS** | | **Remarks** | |
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| **Total** | | | | |  | |  | |

**Section 2: Review of Past Performance**

**Weightage: 90%**

**(To be completed by the Appraiser)**

**\* Only 1 Rating is allowed for each factor.**

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| **Factors** | **Ratings** | | | | | **Weightage** |
| **Productivity** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **Excellent**  Demonstrates an exceptional sense of urgency combined with an ability to do it right first time. A major contributor towards company goals. Consistently does more than is required. Significantly exceeded all major/key work standards. Initiates and volunteers for additional responsibility | **5** |  |  |  |  |
| **EXCEEDS EXPECTATIONS**  Shows a very good sense of urgency. Exceeds all key major goals in timing, quantity and quality. Consistently does more than is required. Achieves all work standards and significantly exceeds some. Initiates and volunteers for additional responsibility. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Shows a sense of urgency. A good contributor. Achieves acceptable work standards and delivery of all key goals. |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Satisfactorily achieved some but not all key standards. Does not contribute to full capabilities, competent in some areas but deficiencies still exist. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Failure to deliver acceptable standard output and rarely deliver required outcomes. |  |  |  |  |  |
| **QUALITY OF WORK** | **5** | **4** | **3** | **2** | **1** | **20%** |
| **EXCELLENT**  Produces outstanding quality of work. Seen as a major contributor, seldom equaled. Work is always accurate. Consistently puts in extra effort and time to achieve excellent on time results. Is seen by others as an expert and has the ability to train others |  |  |  |  |  |
| **EXCEEDS EXPECTATION**  Quality of work is seen as exceptional. Consistently produces accurate work. Gets the job tasks and goals done within allocated time limited to achieve results at a level significantly above expectations. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Quality of work is completely acceptable. Produces accurate rate. Gets the job tasks and goals done within allocated time limits to achieve results. |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Quality of work is satisfactory with some inconsistencies. Requires some supervision to get the job done. Work returned occasionally for correction/improvement. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Has significantly failed to meet quality requirements. Requires constant supervision to get the job done. Does not complete tasks on time. Work regularly returned for correction/improvement. High error rate. |  |  |  |  |  |

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| **3. JOB KNOWLEDGE/TECHNICAL SKILLS** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **EXCELLENT**  Performance is unquestionable. Expertise in job area is rarely equaled. Outstanding performance is obvious to all. Develops self in knowledge and skills and easily takes on additional assignments. Is seen by others as an expert and influential performer and has the ability to train others. |  |  |  |  |  |
| **EXCEEDS EXPECTATION**  Performance consistently exceeds job requirements. Expertise in job area is exceptional. Develops self in knowledge and skills and easily takes on additional assignments. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Performance consistently meets job requirements. Expertise in job area is completely acceptable. Possesses and applies the knowledge and skills to do the assigned work |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECATIONS**  Performance is satisfactory. Knowledge and skills applied to complete the assigned work not consistent. Generally requires some supervision to perform the work. Not all key goals achieved on time. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Performance is unacceptable. Has significantly failed to meet the job requirements. Does not apply self to perform the assigned work. Always requires assistance to perform the work. |  |  |  |  |  |
| **4. TEAMWORK/COOPERATION** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **EXCELLENT**  Is a major contributor towards teamwork and a highly co-operative person. Develops effective work relationships and is extremely skilled at relating to many different types of people; competent in dealing with people's feeling and people over whom he or she has no direct authority. Is readily approachable and available to others. |  |  |  |  |  |
| **EXCEEDS EXPECTATION**  Is a very good contributor towards teamwork and a co-operative person. Displays positive skills in relating to different types of people and is mindful of their feelings. Is readily approachable and available to others. Treat people with respect. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Contributes positively towards teamwork and is a co-operative person. Has a good work relationship with people inside and outside of department. Is readily approachable and available to others. Treat people with respect. |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Is not always seen as a team player and has difficulty occasionally achieving good work relationships. Needs some constant reminders to be approachable and available to others. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Is not a team player and look for ways to sabotage work relationships. Rarely make self approachable and available to others. |  |  |  |  |  |

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| **5. INITIATIVE** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **EXCELLENT**  Initiative is unquestionable. Always brings up ideas which improve work results, and accepts the responsibility for follow through. Seeks out new work challenges. Initiates activities without being asked to do so. Seeks feedback to enhance performance. |  |  |  |  |  |
| **EXCEEDS EXPECTATION**  Initiative is very good. Regularly brings up ideas which improve work results, and accepts the responsibility for follow through. Seeks out new work challenges. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Initiative is good. Occasionally brings up new ideas. Takes on new work challenges. |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Initiative is inconsistent. Rarely bring up new ideas. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Does not take initiative. Never brings up new ideas. |  |  |  |  |  |
| **6.COMMUNICATION** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **EXCELLENT**  Is seen by others as an excellent communicator. Always writes and speaks clearly to the point and gets the point across. Keeps supervisor and colleagues up to date with needed information. Provides others with open access to information. Listens carefully to input without interrupting, clarifies to ensure understanding. Wins support from others |  |  |  |  |  |
| **EXCEEDS EXPECATION**  Is a very good communicator. Speaks and writes clearly and gets to the point. Keeps supervisor and colleagues upt to date with needed information. Listens carefully to input without interrupting. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Communicates well. Usually thorough in writing and speaking. Keeps supervisor and colleagues up to date with needed information. Listens well, usually without interrupting |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Communicates only when necessary. Does not always keep supervisor and colleagues up to date with needed information. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Does not communicate well. Withholds needed information from supervisor and colleagues. Interrupts while people are speaking. Does not listen. |  |  |  |  |  |

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| **7. SAFETY** | **5** | **4** | **3** | **2** | **1** | **10%** |
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| **EXCEEDS EXPECTATION**  Regularly brings up new ideas which are used to improve safety and housekeeping throughout the plant. Keeps all company safety procedures assigned to the job, or which must be followed by all. Had ONE accident record. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Keeps company safety procedures assigned to the job, or which must be followed by all. |  |  |  |  |  |
| **MET SOME BUT NOT ALL EXPECTATIONS**  Sometimes violates company safety procedures assigned to the job. Needs some supervision. Had ONE to TWO accident records. |  |  |  |  |  |
| **UNSATISFACTORY/NEEDS IMPROVEMENT**  Does not follow company safety procedures assigned to the job. Needs constant supervision. Had THREE or MORE accidents record. |  |  |  |  |  |
| **8. HOUSEKEEPING** | **5** | **4** | **3** | **2** | **1** | **10%** |
| **EXCELLENT**  Initiates new ideas which are used to improve housekeeping throughout the plant. Always keep work area clean and organized. |  |  |  |  |  |
| **EXCEEDS EXPECTATION**  Regularly brings up new ideas which are used to improve housekeeping throughout the plant. Consistently keeps work area clean and organized. |  |  |  |  |  |
| **FULLY ACHIEVES EXPECTATIONS**  Consistently keeps area clean and organized. |  |  |  |  |  |
| MET SOME BUT NOT ALL EXPECTATIONS  Does not consistently keep area clean and organized. Needs some supervision. |  |  |  |  |  |
| UNSATISFACTORY/NEEDS IMPROVEMENT  Does not keep area clean and organized. Needs constant supervision. |  |  |  |  |  |

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| **List out major contributions / achievements** | |
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| **List down what employee should do to improve performance in job knowledge, technical skills, work habits, communication and other qualities affecting the job? Also mention the plan of Action.** | |
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**Employee’s Comments：**

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| **Employee's Signature：** | **Date：** |

**Appraiser’s comment：**

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| **Appraiser's Signature：** | **Date：** |

**Reviewing Officer's comment：**

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| **Comment:** | |
| **Reviewers signature:** | **Date:** |