



## **EMPLOYEE PERFORMANCE REVIEW FOR THE PERIOD (01/04/2017-31/03/2017)**

Annual Evaluation for: Sanjay Murmu

Date of created:01/04/2017

Date of Approval:31/03/2017

Objective1:Innovation

Description	Emp Rating	Manager Rating
Focus on innovation bring in new ideas to existing delivery	5	0

Description	Emp Rating	Manager Rating
Improvise on existing deliverables and Create enhancements to existing delivery.	5	0

Description	Emp Rating	Manager Rating
Focus on new tools. Need to have tools to automate time consuming processes, repetitive tasks	4	0

Objective2:Quality

Description	Emp Rating	Manager Rating
Leads to proactively participate in Critical running issues and advice and work closely with the team and management drive towards resolution.	5	0

Description	Emp Rating	Manager Rating
As we grow and deliver in other areas, Existing delivery must be kept intact.	5	0

#### Objective3:Delivery Excellence

Description	Emp Rating	Manager Rating
Actively participate in Project issues, conferences & providing a clear action plan for resolution of issues.	5	0

Description	Emp Rating	Manager Rating
Follow the best practices in the team environment & Standard escalation process.	5	0

Description	Emp Rating	Manager Rating
Develop the tools which can diagnose the critical issues.	4	0

#### Objective4:Competency Building

Description	Emp Rating	Manager Rating
Contributions to skills development communities by actively participating in internal trainings, webinars, forums	5	0

Description	Emp Rating	Manager Rating
Follow Train the trainer model to share your knowledge upskill peers in your team	5	0

#### Objective5:Contribute to Growth & Margins

Description	Emp Rating	Manager Rating
More Contribution towards Project delivery growth by participating in new services /enhancement of existing delivery/on sites	5	0

Description	Emp Rating	Manager Rating
Ability to participate OR lead new services	5	0

Description	Emp Rating	Manager Rating
Cost vs. quality trade-off : Reduced cost without compromising Quality.	4	0

Description	Emp Rating	Manager Rating
Availability & Accountability	5	0

Description	Emp Rating	Manager Rating
Improved utilization YoY and reduction in unplanned absence.	5	0

Description	Emp Rating	Manager Rating
Following internal processes agreed upon on Timings, Leave planning, Trainings by giving advance notice for trainings & 60 days for long leaves, so that delivery is not impacted.	5	0

Description	Emp Rating	Manager Rating
Handing over assignments while going on leaves.	5	0

Description	Emp Rating	Manager Rating
Share operational metrics with team members, management and all other stakeholders.	5	0

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