Self-Appraisal – Assessment Sheet (2018-19)

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| Name of Appraisee: | **Tummala Srinivasa Rao** |  | Name of Appraiser: |  |
| Designation | **Technical Lead** |  | Designation |  |
| Employee Id: | **FMS042** |  | Employee Id: |  |
| Team: | **IT** |  | Review Period: |  |
| DOJ | **26-Mar-2018** |  | Appraisal done (on date): |  |

### Rating Scale:

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| **Rating** | **Meaning** |
| 5 | **Extraordinary:** {EO}  Performance, during the appraisal period is consistently superior and significantly exceeded expectations. Overall quality of work was exceptional. Contribution of initiatives or ideas for betterment of process/team. |
| 4 | **Exceed expectations:** {EE}  Frequently exceeded performance expectations. Quality of the work is outstanding |
| 3 | **Met Expectations:** {ME}  Achieved the work expectations, both in time and with good quality of work |
| 2 | **Satisfactory:** {SF}  Assigned tasks were completed, but needs improvement, both in quality and time |
| 1 | **Needs Improvement:** {NI}  Assigned tasks were not completed as required by process owner |

# Self-Appraisal

## Key Responsibilities:

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| **Task / Responsibilities** | **Key Outcomes** | **Actual Performance** |
| *(Please list below the Responsibilities Held / Achievements /Training Conducted or Attended assigned during the appraisal period)* | *(Provide the status of the task and the accomplishments)* | *(To be reviewed and filled by Reviewer)* |
| Team management   * Co-operates and works well with others in the pursuit of team goals. * Shares information. * Supports others. | I *have been maintaining good relationship with all team members.*  *I am always ready to share the work of other team members when required and keep all the team members informed about the issues.*  I have been very supportive to all the associates in the team. Always extended by helping hand to anyone who asked for help. I am friendly with everyone in the project and never had any collaboration issues. |  |
| Training | Whenever I get the free time, I concentrate to learn advanced technologies. I Plan to spend some extra time to gather more information related to technical (MSBI and PowerBi), and business domain stuff.  I have developed mpower reports with minimal supervision even though I was new to that technology. |  |
| Daily Operations   * Understanding the stated and unstated desires of the customer at every touch point of customer interaction. * Converting customers into promoters by delighting them. * Service with empathy, warmth and attentiveness. | Understanding the requirements from the clients clearly capturing the requirements and providing the end products to meet their expectations.  I have been doing complete analysis of the issues that popped up while the project running and provided the detailed analysis to the client and they are happy with the details and analysis provided.  I have used my innovative thinking to improve the performance of all the applications.  Continue to work to achieve organization goals |  |
| Personal Leadership (Competencies related to establishing trust and learning and adapting to changing demands and circumstances)   * share the best practices with other team members. | I shared my knowledge on new technologies (MPower Reports) with team members and guide them how to write SQL queries to get good performance. Guided the other team members to follow the standard deployment process for database objects. |  |

***Key Performance Indicators (KPI’s):***

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| --- | --- | --- | --- | --- |
| **Criteria** | **Details** | **Self-rating**  **(1 to 5)** | **Reviewer’s Rating** | **Feedback**  *(Filled by reviewer)* |
| Job Knowledge | Has the knowledge to perform assigned tasks  Strives to improve knowledge  Applies knowledge to handle challenging situations | 5  4  5 |  |  |
| Professional Qualities | Exhibits dedication, integrity and honesty  Accepts personal responsibility  If fair and objective  Is timely, accurate and professional  Retains composure in stressful situations | 5  5  5  5  4 |  |  |
| Establish Trust | Shows consistency between words and actions. Treats others fairly & consistently. Accepts responsibility for one’s own performance and actions. Confronts actions that are or border on the unethical. | 5 |  |  |
| Shows Adaptability | Willingly adapts to shifting or competing priorities. Demonstrates an appropriate level of composure and patience under trying circumstances. Demonstrates a willingness to try new things, even at the risk of failure. Seeks feedback to enhance performance. | 5 |  |  |
| Communication | Listens, speaks and writes effectively.  Able to articulate effectively with colleagues & clients | 5  4 |  |  |

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| **Incase you have any additional comments or considerations; please add anything that has not been previously covered or anything that should be explained more in detail.** |

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| I met the customer expectations to the core by understanding the desires of customer at every touch points of customer interaction and provided the solutions. |
| Identified the risk in advance, planned for risk mitigation and achieved project goals. I utilized the resource optimum by perfect planning and delivered the tasks on |
| time, even I committed to do multiple parallel tasks. |
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# Reviewer Feedback

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| **Overall Performance** *(to be filled in by reviewer)* | 1 – Extraordinary | 2 - Exceeds Expectations | 3 - Met Expectations | 4 - Satisfactory | 5 - Needs Improvement  **Final Rating -** |
| Reviewer comments |  |
| Review date |  |
| Employee comments |  |
| Closure date | *(filling in this date signifies the completion of the performance review discussion with employee)* |