

# Employee Appraisal

Name: Sabu Shrestha

Position: Intern Department: Design

ID No: ..... Present Salary: .....

Date of Review: 25/04/2022 ☐ Six months Review ☐ Annual Review ☐ Others

## Performance Appraisal Ratings

- Quality of work** *(Consider the quality of work and promptness with which it is completed)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_
- Productivity** *(Consider the ability to produce a quantity of accepted work which meets the company standards)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_
- Knowledge of Job** *(Consider the knowledge of present job, of other work closely related to it, and of the equipment necessary to perform job functions)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_
- Reliability and Dependability** *(Consider the amount of supervision required and job performance regarding timely completion and follow up)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_
- Attendance** *(Consider overall attendance record and punctuality)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_
- Initiative** *(Consider the extent to which new work assignments and additional duties are sought out when necessary)*  
☐ Outstanding ☐ Very Good ☒ Good ☐ Below Average ☐ Unsatisfactory  
Comments \_\_\_\_\_

7. **Creativity** (Consider the ability to offer suggestions and purpose new and creative ideas and solutions to the working situation)

☐ Outstanding   ☐ Very Good   ☒ Good   ☐ Below Average   ☐ Unsatisfactory

Comments \_\_\_\_\_  
\_\_\_\_\_

8. **Working Relationship** (Consider the willingness to work with and help others, the ability to accept constructive criticism and cooperate with the fellow employees and supervisors)

☐ Outstanding   ☐ Very Good   ☒ Good   ☐ Below Average   ☐ Unsatisfactory

Comments \_\_\_\_\_  
\_\_\_\_\_

9. **Adherences to company policies** (Consider overall compliance with policies and procedures regarding safety, harassment free environment and others)

☐ Outstanding   ☐ Very Good   ☒ Good   ☐ Below Average   ☐ Unsatisfactory

Comments \_\_\_\_\_  
\_\_\_\_\_

#### Overall Performance Ratings

☐ Outstanding   ☐ Very Good   ☒ Good   ☐ Below Average   ☐ Unsatisfactory

Supervisor's comments on overall performance: She has been good in the task provided and brought  
good skills in understanding task requirements still she need guidance (being interns we aspect  
that) with great learning capacity.

<b>Merit Increase Eligibility</b>	
<i>(to be completed by Supervisor)</i>	
Increase range FY 20XX/XX: 5 to 10%	Based on the fulfillment of
the Performance Expectations	

**0% = Does Not Meet Expectations   4-5% = Meets Minimal Expectations, Improvement Required**

**7% = Meets Expectations   10% = Exceeds Expectations**

Increase Recommended	Increase Not Recommended
Amount of Increase:	Attach comments regarding reasons for Team Member ineligibility due to substandard performance and indicate what appropriate remedial action will be taken.

<i>Date</i> <i>Signature</i>	<i>Supervisor</i>	<i>Date</i>	<b>Yogesh Basnet</b> <i>Supervisor Signature</i>
<i>Date</i> <i>Signature</i>	<i>HR Manager</i>	<i>Date</i>	<i>HR Manager Signature</i>

### ***DEVELOPMENT PLAN for the Coming Year***

Team Member Information	
Name:	Performance Plan Period
	From: To:
Job Title:	Supervisor's Name & Title:
<i>Date:</i>	
<i>Next Review</i>	
Managing Your Career*	
(to be completed by Team Member)	
<i>What are you considering for your next career move?</i>	
<i>What can your supervisor do to help facilitate your future career goals?</i>	

*\* Specific activities needed to accomplish these goals should be inserted in the Development Plan in Section E.*

Work plan and Development Plan for the Coming Year

(to be completed collaboratively by Team Member and Supervisor)

	Projects / Objectives	Activities	Support Required by Supervisor	Deliverables	Due Date / Timeframe

Work plan – Objectives driven by your specific duties and responsibilities to fulfilling the Team Goals (i.e. What will you do to specifically contribute to the Team Objectives).

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Development Plan – What activities do you want to undertake in order to develop and advance your career? What activities will you undertake to connect to best practices related to your field and how will this contribute towards becoming a learning organization?

***Performance Review and Performance Plan Signatures***

***Section F***

<b>Performance Review Signatures – Team Member</b>		<b>Performance Review Signatures – Supervisor</b>	
<p><i>I have discussed and understand my performance review.</i></p> <p>Comments:</p> <hr/>		<p><i>I have discussed my team member's performance over the previous 12-month performance period.</i></p> <p>Comments:</p> <hr/>	
Date	Team Member	Date	Evaluating Supervisor
Signature		Signature	
<b>Performance Plan Signature</b>		<b>Performance Plan Signature</b>	
<p><i>We have discussed and agreed on the Performance Plan for the Coming Year.</i></p> <p>Comments:</p> <hr/>		<p><i>We have discussed and agreed on the Performance Plan for the Coming Year.</i></p> <p>Comments:</p> <hr/>	
Date	Team Member	Date	HR Manager Signature
Signature			
		<div><input type="checkbox"/> Copy to Personnel File</div> <div><input type="checkbox"/> Copy to Team Member</div> <div><input type="checkbox"/> Copy to Supervisor</div>	