

Employee Evaluation Form

I. EMPLOYEE INFORMATION

| | |
|----------------------------|---|
| Employee Name: Yash jain | Job Title: Intern |
| Supervisor/Reviewer: Umesh | Review Period From 2023-11-23 To: 2023-12-23 |

II. JOB-SPECIFIC PERFORMANCE CRITERIA

| PERFORMANCE CATEGORY | RATING | COMMENTS AND EXAMPLES |
|-----------------------|--------|-----------------------|
| Knowledge of Position | 4 | y |
| Work Consistency | 5 | u |
| Total | 9.00 | |

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Delhi-NCR, Agra, Gwalior, Mathura, Bangalore, Pune, Hyderabad, Bareilly (India), Ghana, Spain, US



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III. CORE VALUES AND OBJECTIVES

| PERFORMANCE CATEGORY | RATING | COMMENTS AND EXAMPLES |
|--------------------------------|--------|-----------------------|
| Quality of Work | 7 | a |
| Attendance and Punctuality | 8 | s |
| Reliability | 4 | d |
| Communication Skills | 9 | f |
| Judgement and Decission Making | 6 | g |
| Total | 34.00 | |

IV. PERFORMANCE GOALS

h

V. OVERALL RATING

| | | | |
|--|---|---|---|
| <input type="checkbox"/> EXCEEDS EXPECTATIONS The employee consistently performs at a high level that exceeds expectations | <input type="checkbox"/> MEETS EXPECTATIONS Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates the likelihood of eventually exceeding expectations | <input checked="" type="checkbox"/> NEEDS IMPROVEMENT The employee consistently performs below the required standards/expectations for the position; training or other action is necessary to correct performance | <input type="checkbox"/> UNACCEPTABLE The employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated |
| Positive y Negative n | | | |

VI. EMPLOYEE COMMENTS (OPTIONAL)

Please respond in the mail. If you want to provide any comment on anything.