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| --- | --- |
|  | Srishti Innovative  Computer Systems Pvt. Ltd. |

# Employee Performance Review

## Employee Information

| Employee Name |  | Employee ID |  | |
| --- | --- | --- | --- | --- |
| Job Title |  | Date | |  |
| Department |  | Manager |  | |
| Review Period |  |  | |  |

## Ratings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | 1 = Poor | | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Work Quality | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Attendance/Punctuality | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Productivity | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Communication/Listening Skills | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Dependability | |  | |  |  |  |  |
| Comments |  | | | | | | |
| Overall Rating (average the rating numbers above) | | |  | | | | |

## Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** |  | **Employee Comments** | **Rate out of 5** | **Reporting Person Comments** | **Rate out of 5** |
| 1 | Planning & Organization   * Priorities & Plan work activities * Plan & log time effectively * Integrates changes smoothly * Sets goals & objectives * Works in an organized manner |  |  |  |  |
| 2 | Productivity   * Consistently handles assigned workload * Follow processes and procedures for getting work done * Delivers work on time * Capable of handling tasks related to multiple projects simultaneously. |  |  |  |  |
| 3 | Quality   * Ensure deliveries are error free * Look for ways to improve quality * Demonstrate accuracy & thoroughness * Display commitment to excellence |  |  |  |  |
| 4 | Initiative   * Volunteers readily * Seeks increased responsibilities * Take independent actions & calculated risks * Looks for and take advantage of opportunities to contribute. |  |  |  |  |
| 5 | Dependability   * Responds to request for assistance * Follow instructions, responds to management directions. * Commits to doing the best job possible * Operates with Integrity, honesty & courage * Serves & accepts criticism |  |  |  |  |
| 6 | Cooperation |  |  |  |  |
| 7 | Leadership quality |  |  |  |  |
| 8 | Attendance & punctuality |  |  |  |  |
| 9 | Communication Skill |  |  |  |  |
| 10 | Organizational Support |  |  |  |  |

## Rating Levels

|  |  |  |
| --- | --- | --- |
| 5 | Singularly  Exceptional | Performance is consistently extraordinary and is sustained at a level well beyond that of even other excellent employees. |
| 4 | Excellent | Performance is consistently better than that expected of a fully proficient employee. |
| 3 | Fully Proficient | Performance meets the full expectations of an employee for this job classification. |
| 2 | Needs  Improvement | Performance is less than that of a fully proficient employee. Improvement is necessary. |
| 1 | Not Working  Out | Performance does not meet the minimum job requirements. Immediate and substantial improvement is necessary. Performance plan required immediately. |

## Performance Factor

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Description** | **Employee Rating (in words)** | **Reporting Person Rating (out of 5)** |
| 1 | **Communications** |  |  |
|  | 1. Skill and Clarity |  |  |
|  | 2. Interpersonal Characteristics |  |  |
|  | 3. Teamwork |  |  |
|  | 4. Builds and Enhances Relationships |  |  |
|  | 5. Straightforwardness and Composure |  |  |
|  | **Average score for this section:** |  |  |
|  | **Comments:** | | |
| 2 | **Competency** |  |  |
|  | 1. Job Knowledge |  |  |
|  | 2. Comprehension |  |  |
|  | 3. Judgment and Decision Making |  |  |
|  | **Average score for this section:** |  |  |
|  | **Comments:** | | |
| 3 | **Responsibility** |  |  |
|  | 1. Dependability |  |  |
|  | 2. Empathy |  |  |
|  | 3. Safety |  |  |
|  | **Average score for this section:** |  |  |
|  | **Comments:** | | |
| 4 | **Results** |  |  |
|  | 1. Resourcefulness |  |  |
|  | 2. Problem-Solving |  |  |
|  | 3. Perseverance |  |  |
|  | 4. Agility |  |  |
|  | 5. Meets Objectives |  |  |
|  | **Average score for this section:** |  |  |
|  | **Comments:** | | |
| 5 | **Character** |  |  |
|  | 1. Ethics |  |  |
|  | 2. Conduct |  |  |
|  | 3. Core Values |  |  |
|  | 4. Supports Diversity |  |  |
|  | **Average score for this section:** |  |  |
|  | **Comments:** | | |

## Appreciations & Warning (in last one year)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Date** | **Category** | **Improvement Comments by Employee** | **Improvement Comments by Manager** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

## Career Insights

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Description** | **Explanation by Employee** |
| 1 | Evaluate performance and achieved goals. |  |
| 2 | Discuss areas of excellence within performance. |  |
| 3 | Discuss areas of improvement. |  |
| 4 | Develop future goals with set expectations. |  |
| 5 | Career goal in next 1 year. |  |

## Evaluation

|  |  |
| --- | --- |
| Additional Comments |  |
| Employee Goals |  |

## Verification of Review

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. | | | |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |
| HR Signature |  | Date |  |