

EMPLOYEE PERFORMANCE APPRAISAL FORM

Name:	Ramya D N	Emp Id No:	DVT375
Department:	IT Software	Designation:	Software Developer
Type Of Appraisal:	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	
Appraisal Period:	From:	Apr 2024	To: Mar 2025

PERFORMANCE EVALUATION INDEX

Rating	Parameters	Description
5	Outstanding	Employee's performance consistently exceeds expectations and requirements for the position. Makes a significant contribution to the company and/or department. Consistently demonstrates role model for all.
4	Vital Contributor	Employee's performance frequently exceeds expectations and requirements. Employee meets and frequently exceeds objectives. Performance is very good. Consistently demonstrates, assists people in understanding the importance of values.
3	Performer	Employee's performance successfully meets all expectations of the position and may occasionally exceed goals and objectives. Performance is what is expected of a well-qualified and experienced person in this position. Performance has been fully satisfactory Consistently demonstrates the Organization Values.
2	Need Improvement	Employee's performance falls at average of the expectations of the position. Improvement or development is needed in certain areas to meet the goals and objectives of the position satisfactorily within the timelines. Performance & Behavior at times fall average.
1	Underperformer	Employee's performance fails to meet expectations of the position on regular basis. Immediate/Urgent improvement and development is needed in many areas to meet the goals and objectives of the position. Performance has been unsatisfactory. Demonstrates behaviors that are not aligned to the Organization Values.

Sl. No	PARAMETERS	MAX SCORE		
1	JOB KNOWLEDGE & SKILLS	MAX	APPRAISEE(A)	APPRAISER(B)
	Does the employee have a thorough understanding of their job responsibilities and duties?	5		
	Does the employee demonstrate a strong ability to apply their knowledge and skills to complete tasks effectively?	5		
	Is the employee self-directed in upgrading knowledge and awareness of current industry trend?	5		
2	QUALITY OF WORK			
	Does the employee consistently demonstrate a high level of focus and attention to detail in their work?	5		
	Does the employee highly reliable, their performance displays exceptional quality and accuracy.	5		
3	PRODUCTIVITY & EFFICIENCY			
	Does the employee shows ability to efficiently and effectively complete tasks and produce high-quality work?	5		
	Does the employee complete their work within agreed time frame	5		
4	INTERPERSONAL SKILLS			
	Interacts effectively and builds strong relationship with co-workers and fosters teamwork	5		
	Demonstrates high empathy, active listening, builds rapport effortlessly, helps in creating harmonious work environment	5		
	Effectively navigates conflicts and resolves issues in a respectful manner	5		
5	COMMUNICATION			
	Excellent written & verbal communication for effective understanding and sharing of thoughts and ideas	5		
	Ability to manage internal & external stakeholders with effective communication.	5		
6	ORGANIZATION CULTURE & VALUES			
	Integrity, Innovation, Teamwork, Customer Service, & Respect	5		
	Attendance & Punctuality	5		
	Does the employee adhere to company policies?	5		
TOTAL		75		

APPRAISEE'S COMMENTS ON ANY SIGNIFICANT ACHEIVEMENTS FOR THE APPRAISAL YEAR:

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RATER'S COMMENTS:

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HUMAN RESOURCES COMMENTS:

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EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

RATER'S NAME: _____

RATER'S SIGNATURE: _____

DATE: _____