

**ANNUAL PERFORMANCE APPRAISAL
[APRIL 2006– MARCH 2007]**

NAME :
EMPLOYEE CODE :
DATE OF JOINING :
GROUP : CRM
NAME OF THE APPRAISER :
REVIEW PERIOD : April 2005 till March 2006
DATE OF APPRAISAL :

CONTENTS

- Part I : Self-Appraisal and Performance Evaluation
- Part II-A : Evaluation on Behavioural Attributes [For all employees]
- Part II-B : Evaluation of additional behavioural attributes [For Group heads and Team Leaders]
- Part III : Behavioural Training Need Identification
- Part IV : Feedback and Counseling

PART-I : Self Appraisal and Performance Evaluation [Create/use additional sheets if necessary]

Please give the rating on a 10-point scale with 1 as minimum and 10 as maximum

Self Appraisal		Appraiser's evaluation	
Qualitative	Rating [1-10]	Qualitative	Rating [1-10]
Communication and Interpersonal Skills			
Product Knowledge			
Knowledge Gain			

Highlight significant achievements during the appraisal period

Areas of non-achievement if any, and reasons thereof

Please indicate those aspects of your job which fascinate you

Please indicate those aspects of your job which do not interest you

Signature:

Date:

PART-II-A : EVALUATION ON BEHAVIOURAL ATTRIBUTES

To be evaluated by the appraiser for all the appraisees. Each of the attributes may be rated on a 5-point scale, with 1 as minimum and 5 as maximum.

Sl. No.	Attribute	Rating
1	Job knowledge, and Quality of work [Effectiveness in achieving the desired outcomes with minimum errors]	
2	Dependability [ability to meet deadlines, work standards, accepting accountability, performing work independently].	
3	Teamwork and Inter personal skills [Flexible and open minded in exchanging ideas/with other team members/functions. Maintains good relationship with peers, seniors and subordinates]	
4	Achievement orientation [Possesses a "Can Do" attitude, committed and takes initiative in achieving results]	

PART-II B: EVALUATION OF ADDITIONAL BEHAVIOURAL ATTRIBUTES

To be applied for appraisees who are Group Heads or Team Leaders. This is in addition to Part II A. Each of the attributes may be rated on a 5-point scale, with 1 as minimum and 5 as maximum.

Sl. No.	Attribute	Rating
1	Development of Subordinates	
2	Leadership	
3	Initiative	
4	Innovation	
5	Communication	

PART-III: BEHAVIOURAL TRAINING NEED IDENTIFICATION

[To be filled in by appraiser]

Indicate the areas related to the appraisee's job in which he/she requires additional inputs in terms of managerial / behavioural training which will improve attitude and enhance performance.

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PART IV : FEEDBACK AND COUNSELLING (to be filled by the Appraiser)

Strengths
Areas of Improvement
Career Plan

Signature of the appraiser:

Date: