

Performance Appraisal Form: ABC Company

Instructions:

- a. This form has three parts. Part A is self-appraisal which must be filled by the appraisee, Part B is the Review which must be filled by the appraisee's manager .
- b. Data for the quantitative part of the appraisal will be validated and provided by the manager/HR team to each employee.
- c. Each employee is eligible for an appraisal only if he/she has completed 180 days in the company.
- d. There are five possible ratings; Consistently below expectations (1), Below expectations (2), Meets expectations (3), Above expectations (4) and Consistently exceeds expectations (5).
- e. Criteria for rating for quantitative parameters is given below:
 - i. KRA Achievement 95% to 100% Consistently exceeds expectations (5)
 - ii. KRA Achievement 90% to 95% Above expectations (4)
 - iii. KRA Achievement 80% to 89% Meets Expectations (3)
 - iv. KRA Achievement 70 to 79% Below expectations (2)
 - v. KRA Achievement 50 to 69% Consistently below expectations (1)

Note: Highlighted figures can be changed based on company's requirement

- f. The appraisee will be shown the rating post review and will sign the appraisal to confirm that he/she has been shown the rating given by the manager.
- g. The final rating may change based on the decision of the functional/department head who would review the ratings of all employees. The final rating will be communicated to all employees by their manager.

Personal and other details

Name		Designation	
Employee ID		Appraisal Year	
Process/Function		Reviewer's Name	
Date of joining		Reviewer's Employee ID	

Part A: Self Appraisal

1. KRAs Quantitative (weightage 80%)

KRAs	Weightage	Rating	Qualitative comments
KRA 1	20		
KRA 2	20		
KRA 3	20		
KRA 4	10		
KRA 5	10		

2. Behavioral attributes (Weightage 20%)

Attribute	Weightage	Rating	Qualitative comments
Punctuality	5		
Attendance and discipline	5		
Teamwork	10		

3. Overall Rating:

4. Qualitative inputs

a. Significant Achievements (top 5)

b. Development areas/Training Needs

Part B: Review

1. KRAs (weightage 80%)

KRAs	Weightage	Rating	Qualitative comments
KRA 1	20		
KRA 2	20		
KRA 3	20		
KRA 4	10		
KRA 5	10		

2. Behavioral attributes (Weightage 20%)

Attribute	Weightage	Rating	Qualitative comments
Punctuality	5		
Attendance and discipline	5		
Teamwork	10		

3. Overall Rating:

4. Qualitative inputs

a. Significant Achievements (top 5)

b. Development areas/Training Needs

The rating given by my manager has been communicated to me

Signature of reviewer

Signature of employee