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| Organization Name: | Document No: | HRD/H/F/34 |
| | Employee – Annual Appraisal Form | Page No: |

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|----------------------|-------------|
| Name of the Employee | Department |
| Employee ID | |
| Biometric ID | |
| Appraisal Year | Designation |
| Date of appraisal | |

| S. No | Assessment by Department HOD (Tick mark the relevant field) | Above Expectation (5 Marks) | Meets Expectation (3 Marks) | Below Expectation (2 Marks) |
|-------|--|-----------------------------------|-----------------------------------|-----------------------------------|
| 1 | Job Knowledge | | | |
| 2 | Initiative & Motivation | | | |
| 3 | Quality of work | | | |
| 4 | Communication skills | | | |
| 5 | Interpersonal Relations | | | |
| 6 | Dependability | | | |
| 7 | Cost-effectiveness | | | |
| 8 | Attendance & Punctuality | | | |
| 9 | Discipline | | | |
| 10 | Overall Performance | | | |

Score Card:

Marks Obtained:

Total Marks: 50

HOD Appraisal comments:

Department HOD (Name/Sign)

Management Appraisal comments:

Authorized Signatory (Name/Sign)/Management Authority:

Employee Performance Appraisal should be conducted every year and relevant feedback provided to the employee concerned for improvement/career development. The completed form should be stored in the personal file of the employee for record. Employees considered for promotion should obtain above 90 % score in the appraisal score card.

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| Issue No: | Issue Date: | Amend No: | Amend Date: | Copy No: |
| Prepared/Issued by: | HR Manager | Approved by | Director | |