

EMPLOYEE PERFORMANCE APPRAISAL REPORT

Name of Employee:				Designation:					
Department:				Date:					
pany:									
Sr. No. Particulars			Ratings						
								Total	
Objectives Data									
Parameter	Target	Actual							
5 Other Attributes									
Performance of duties									
3 Behaviour		1							
		B)Down							
4 General Appearance									
_									
6 Handling of Equipments									
Leadership									
Problem Solving									
System Knowledge									
Technical Knowledge									
Camana :	· ·	A)Up							
Communica									
Handling of	Confidential I	nformations							
Total Rating Points									
Overall Rating (%)				0.00					
	Performance Attendance Behaviour General App Product Kno Handling of Leadership Problem Sol System Know Technical Kr Communicat Handling of	Parameter Target Performance of duties Attendance & Punctuality Behaviour General Appearance Product Knowledge Handling of Equipments Leadership Problem Solving System Knowledge Technical Knowledge Communication Handling of Confidential Internation Total Rating Points Overall Rating	Parameter Target Actual Performance of duties Attendance & Punctuality Behaviour General Appearance Product Knowledge Handling of Equipments Leadership Problem Solving System Knowledge Technical Knowledge Technical Knowledge Communication A)Up B)Down Communication Communication A)Up B)Down Communication Communication Communication Coverall Rating (%)	tment: lence in this pany: Particulars Description Parameter Target Actual Performance of duties Attendance & Punctuality Behaviour Behaviour General Appearance Product Knowledge Handling of Equipments Leadership Problem Solving System Knowledge Technical Knowledge Technical Knowledge Technical Knowledge Technical Knowledge Technical Knowledge Technical Knowledge Total Rating Points Overall Rating (%)	tment: dence in this pany: Particulars Parameter Target Actual Parameter Target Actual Other Attributes Performance of duties Attendance & Punctuality Behaviour A)Up B)Down General Appearance Product Knowledge Handling of Equipments Leadership Problem Solving System Knowledge Technical Knowledge Technical Knowledge Technical Knowledge Total Rating Points Overall Rating (%)	tment: ence in this pany: Particulars Particulars Parameter Target Actual Performance of duties Attendance & Punctuality Behaviour A)Up B)Down General Appearance Product Knowledge Handling of Equipments Leadership Problem Solving System Knowledge Technical Knowledge Technical Knowledge Handling of Confidential Informations Total Rating Points Overall Rating (%)	tment: Particulars	trent: Particulars Particulars Particulars Particulars Particulars Particulars Particulars Particulars Parameter Target Actual Parameter Target Actual Parameter Para	

Rating Criteria:

2=Poor, 4=Avg, 6= Satisf, 8= Good, 10= Excellent

General Remarks:

Department Head Plant Head H.R.