

QUARTERLY EVALUATION SHEET

HR FILE :

EVALUATION YEAR :

NAME :

POSITION :

SR. NO.	ATTRIBUTES	RANK	RANKING							
			QUARTER - I		QUARTER - II		QUARTER - III		QUARTER - IV	
			SELF	HOD	SELF	HOD	SELF	HOD	SELF	HOD
A. BEHAVIORAL / MANNERS ASSESSMENT		30								
A.1	LEADERSHIP									
A.2	TEAM BUILDING									
A.3	COMMUNICATION									
A.4	QUALITY ORIENTATION									
A.5	INNOVATION									
A.6	CUSTOMER FOCUS									
A.7	PLANNING									
A.8	IMPLEMENTATION SKILL									
A.9	JOB KNOWLEDGE									
A.10	DECISION MAKING									
B. KEY AREAS / JOB PERFORMANCE		50								
B.1										
B.2										
B.3										
B.4										
B.5										
B.6										
C. SPECIAL ACHIEVEMENT		20								
C.1										
C.2										
C.3										
C.4										
TOTAL		100								

APPRAISER REMARKS

EMPLOYEE SIGN.

APPRAISER SIGN.

DATE