

Principle ACS Engineering India Private limited

Plot No 27, Rao & Raju colony, Road No 2, Banjara Hills, Hyderabad-500034

L1 & L2 - Employee Evaluation Form -Performance Appraisal 2021

Name of the Employee	D Srinivas
Employee Id	150031
Employee Email	srinivas.d@principleacs.com
Designation	Driver

Department	Admin
Grade Level	L1
Manager Name & Id	R Senthilkumar(140020)
Manager Email	senthil@principleacs.com

Joining Date	2015-01-01
Evaluation Purpose	Appraisal
Review Period	01-11-2020 TO 31-10-2021
Total OverAll Score	200

FUNCTIONAL SKILLS

CRITERIA	MAX. Marks	Assessment		120
		Self	Manager	
KRA-Allocation - Min 4 for L1, L2. Have to be tangible.	SCORE	25%	75%	Weighted Avg
2021 KRA 1 target not allotted.	0	0	0	0.00
2021 KRA 2 target not allotted.	0	0	0	0.00
2021 KRA 3 target not allotted.	0	0	0	0.00
2021KRA 4 target not allotted.	0	0	0	0.00
2021 KRA 5 target not allotted.	0	0	0	0.00
Total	0.00	0.00	0.00	0.00

Technical Knowledge & Ability	SCORE	25%	75%	Weighted Avg
Possesses technical skills and competence to execute job duties.	5	3	3	3.00
Possesses diagrammatic skills and attention to details to execute job duties	5	3	3	3.00
Understanding of the duties and responsibilities & gives the outcome with almost nil or minimal errors. Does not hesitate to take guidance when required.	5	3	3	3.00
Ability to learn new skills and apply appropriately.	5	3	3	3.00
Submit atleast 5 reports spread across every quarter to show consistency in the work done.	5	1	1	1.00
Proof of atleast one training or presentation to internal or external clients which showcases the candidates depth in knowledge.	5	1	1	1.00
Total	30	14.00	14.00	14.00

Efficiency and Innovation	SCORE	25%	75%	Weighted Avg
Expresses ideas and plan in a creative manner including sketching as needed so that everyone can understand easily.	5	2	2	2.00
Uses Technology (Excel formulae / Programming skills) effectively so that templates are made in such way that it is useful in future also.	5	1	1	1.00
If repetitive works are given, he / she clearly demonstrates skill and innovative methods to taper the time required to accomplish the task.	5	4	3	3.25
Focuses on innovative method to showcase value of the work done to clients / other stakeholders.	5	4	3	3.25
Total	20	11.00	9.00	9.50

ADMINISTRATIVE SKILLS

CRITERIA	MAX. Marks	Assessment		80
		Self	Manager	
Interpersonal Relations/Teamwork/Behaviour.	SCORE	25%	75%	Weighted Avg
Responds and contributes to team efforts	5	3	3	3.00
Responds positively to suggestions,instructions,criticism and adapts well to changing circumstances	5	3	3	3.00
Shows pride when representing organization in market place/clients	5	2	4	3.50
Total	15	8.00	10.00	9.50

Company Values, HSE	SCORE	25%	75%	Weighted Avg
Is aware of MVV, Company Motto & HSE and pays attention to understanding the same and imbibing the same in his/her personality	5	3	3	3.00
Always demonstrates & ensures adherence of company value & Motto at work.	5	3	3	3.00
Always demonstrates & ensures adherence of HSE practices at work.	5	3	3	3.00
Total	15	9.00	9.00	9.00

Commercial awareness and initiatives	SCORE	25%	75%	Weighted Avg
Always ensures that there are no time and cost overruns in the projects handled and works with result oriented action.	5	3	3	3.00
Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts.	5	4	3	3.25
Interacts with customers to ensure delivery satisfaction and to understand client project pipeline and works for repeat orders.	5	4	3	3.25
Total	15	11.00	9.00	9.50

Comm / Presentation skills and Planning skills	SCORE	25%	75%	Weighted Avg
Exhibits effective listening, oral and written skills.	5	3	3	3.00
Keeps the presentation / communication crisp, attractive and ensures communication of the summary / conclusion clearly.	5	3	3	3.00
Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulfilling the engagement.	5	3	3	3.00
Understands the planning is key to success and hence ensures that it is chalked out and aligned with superior before execution.	5	3	3	3.00
Total	20	12.00	12.00	12.00

Quality of Works	SCORE	25%	75%	Weighted Avg
Is diligent at work and ensures accuracy, tidyness and focuses on details and not only the speed.	5	5	3	3.50
Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work.	5	5	3	3.50
Is aware of ISO certification of the company, and hence pays importance to all process compliances.	5	5	3	3.50
Total	15	15.00	9.00	10.50

Work Habits - Attitude and drive	SCORE	25%	75%	Weighted Avg
Maintains office timings, does not apply leaves unnecessarily also gives advance intimation of leaves, applies leaves in a timely manner.	5	5	3	3.50
Stays late as needed to complete the task on hand. Works as per responsibility and works responsibly.	5	5	4	4.25
Shows proactiveness to get works / new works allocated to himself rather than prolonging existing works on hand.	5	3	3	3.00
Focuses on productivity and maintaining commitment - "beating the deadline".	5	3	3	3.00
Total	20	16.00	13.00	13.75
Total (Functional Skills)	120	56.00	45.00	47.75

Managerial and Leadership Skills	SCORE	25%	75%	Weighted Avg
Gathers detailed / first hand information about customer / client needs and accordingly works towards solution building.	5	3	3	3.00
Accepts responsibility in a competent manner for own and subordinates work. Also works collaboratively with other stakeholders, to ensure tangible benefits to the company through sustainable relationships.	5	3	3	3.00
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.	5	3	3	3.00
Total	15	9.00	9.00	9.00
Total (Administrative Skills)	80	49.00	49.00	49.00

Self - Assessment	Manager- Assessment	Grand Total
105.00	94.00	96.75/200

OVERALL PROGRESS

Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate.	No
Employee performance and learning is acceptable and is improving at a satisfactory rate.	Yes
Employee has successfully demonstrated outstanding overall performance.	No

Scoring System

Attribute	Score
Outstanding	5
Exceeds Requirements.	4
Meets Requirements.	3
Need Improvement	2
Unsatisfactory / Poor	1

Scoring System

Grade	%	Final Grade
A+	>=95-100%	48.38
A	>=85-94%	
B+	>=65-84%	
B	>=51-64%	
C	<=50%	

MANAGER COMMENTS & RECOMMENDATION

KRA-Target For Next Year Evaluation

KRA-Target For Next Year Evaluation	Max Marks
Always maintaining punctuality with regular attendance	10
Carrying your self good as Best Chauffeur with neatly dressed and well presented	10
Maintaining all company vehicles neat and clean with proper servicing done with in stipulated time	5
Driving Safe and good with full satisfaction to boss	5
Supporting on other requirements of Office works	5
Total	35