

# 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

|                             |                              |
|-----------------------------|------------------------------|
| <b>Name of the Employee</b> | Ragupathi M                  |
| <b>Employee Id</b>          | 170150                       |
| <b>Employee Email</b>       | ragupathi.m@principleacs.com |
| <b>Designation</b>          | Jr. Engineer                 |

|                              |                           |
|------------------------------|---------------------------|
| <b>Department</b>            | Field Services            |
| <b>Grade Level</b>           | L1                        |
| <b>Manager Name &amp; Id</b> | Vinoth B(140016)          |
| <b>Manager Email</b>         | vinoth.b@principleacs.com |

|                            |                          |
|----------------------------|--------------------------|
| <b>Joining Date</b>        | 2017-03-20               |
| <b>Evaluation Purpose</b>  | Appraisal                |
| <b>Review Period</b>       | 01-11-2020 TO 31-10-2021 |
| <b>Total OverAll Score</b> | 200                      |

## FUNCTIONAL SKILLS

| CRITERIA   | MAX. Marks   | Assessment |            | 120                 |
|--|--------------|------------|------------|---------------------|
|  |              | Self       | Manager    |                     |
| <b>KRA-Allocation - Min 4 for L1, L2. Have to be tangible.</b> | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
| 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                |
| <b>Total</b>   | 0.00         | 0.00       | 0.00       | 0.00                |

| <b>Technical Knowledge &amp; Ability</b>  | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
|---|--------------|------------|------------|---------------------|
| Possesses technical skills and competence to execute job duties.  | 5            | 4          | 3          | 3.25                |
| Possesses diagrammatic skills and attention to details to execute job duties  | 5            | 4          | 3          | 3.25                |
| Understanding of the duties and responsibilities & gives the outcome with almost nil or minimal errors. Does not hesitate to take guidance when required. | 5            | 5          | 3          | 3.50                |
| Ability to learn new skills and apply appropriately.  | 5            | 4          | 3          | 3.25                |
| Submit atleast 5 reports spread across every quarter to show consistency in the work done.  | 5            | 4          | 4          | 4.00                |
| <a href="#">check sheetpdfzip.zip</a> ↓   |              |            |            |                     |
| Proof of atleast one training or presentation to internal or external clients which showcases the candidates depth in knowledge.                          | 5            | 1          | 1          | 1.00                |
| <b>Total</b>  | 30           | 22.00      | 17.00      | 18.25               |

| <b>Efficiency and Innovation</b>   | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
|--|--------------|------------|------------|---------------------|
| Expresses ideas and plan in a creative manner including sketching as needed so that everyone can understand easily.                          | 5            | 4          | 3          | 3.25                |
| 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            | 5          | 3          | 3.50                |
| <b>Total</b>   | 20           | 14.00      | 10.00      | 11.00               |

## ADMINISTRATIVE SKILLS

| CRITERIA  | MAX. Marks   | Assessment |            | 80                  |
|---|--------------|------------|------------|---------------------|
|   |              | Self       | Manager    |                     |
| <b>Interpersonal Relations/Teamwork/Behaviour.</b>  | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
| Responds and contributes to team efforts  | 5            | 4          | 2          | 2.50                |
| 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            | 5          | 3          | 3.50                |
| <b>Total</b>  | 15           | 12.00      | 8.00       | 9.00                |

| <b>Company Values, HSE</b>   | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
|--|--------------|------------|------------|---------------------|
| Is aware of MVV, Company Motto & HSE and pays attention to understanding the same and imbibing the same in his/her personality | 5            | 4          | 3          | 3.25                |
| Always demonstrates & ensures adherence of company value & Motto at work.  | 5            | 4          | 3          | 3.25                |
| Always demonstrates & ensures adherence of HSE practices at work.  | 5            | 4          | 3          | 3.25                |
| <b>Total</b>   | 15           | 12.00      | 9.00       | 9.75                |

| <b>Commercial awareness and initiatives</b>   | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
|---|--------------|------------|------------|---------------------|
| Always ensures that there are no time and cost overruns in the projects handled and works with result oriented action.          | 5            | 4          | 3          | 3.25                |
| Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts.                    | 5            | 5          | 3          | 3.50                |
| Interacts with customers to ensure delivery satisfaction and to understand client project pipeline and works for repeat orders. | 5            | 5          | 3          | 3.50                |
| <b>Total</b>  | 15           | 14.00      | 9.00       | 10.25               |

| <b>Comm / Presentation skills and Planning skills</b>   | <b>SCORE</b> | <b>25%</b> | <b>75%</b> | <b>Weighted Avg</b> |
|---|--------------|------------|------------|---------------------|
| Exhibits effective listening, oral and written skills.  | 5            | 4          | 2          | 2.50                |
| Keeps the presentation / communication crisp, attractive and ensures communication of the summary / conclusion clearly.         | 5            | 4          | 2          | 2.50                |
| Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulfilling the engagement.                      | 5            | 4          | 2          | 2.50                |
| Understands the planning is key to success and hence ensures that it is chalked out and aligned with superior before execution. | 5            | 4          | 4          | 4.00                |
| <b>Total</b>  | 20           | 16.00      | 10.00      | 11.50               |

| 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     | 4     | 3    | 3.25         |
| Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work. | 5     | 3     | 3    | 3.00         |
| Is aware of ISO certification of the company, and hence pays importance to all process compliances.                            | 5     | 5     | 3    | 3.50         |
| <b>Total</b>   | 15    | 12.00 | 9.00 | 9.75         |

| 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     | 4     | 5     | 4.75         |
| Stays late as needed to complete the task on hand. Works as per responsibility and works responsibly.                                     | 5     | 4     | 5     | 4.75         |
| Shows proactiveness to get works / new works allocated to himself rather than prolonging existing works on hand.                          | 5     | 3     | 4     | 3.75         |
| Focuses on productivity and maintaining commitment - "beating the deadline".  | 5     | 4     | 4     | 4.00         |
| <b>Total</b>  | 20    | 15.00 | 18.00 | 17.25        |
| <b>Total (Functional Skills )</b>   | 120   | 63.00 | 54.00 | 56.25        |

| 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     | 5     | 3     | 3.50         |
| 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     | 4     | 3     | 3.25         |
| Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.  | 5     | 4     | 3     | 3.25         |
| <b>Total</b>  | 15    | 13.00 | 9.00  | 10.00        |
| <b>Total (Administrative Skills )</b>   | 80    | 67.00 | 45.00 | 50.50        |

| Self - Assessment | Manager- Assessment | Grand Total |
|-------------------|---------------------|-------------|
| 130.00            | 99.00               | 106.75/200  |

## 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% | 53.38       |
| A     | >=85-94%  |             |
| B+    | >=65-84%  |             |
| B     | >=51-64%  |             |
| C     | <=50%     |             |

## MANAGER COMMENTS & RECOMMENDATION

|  |
|--|
| You should work on quality audits sites in madurai & thirunelveli Zones. |
|--|

## KRA-Target For Next Year Evaluation

| KRA-Target For Next Year Evaluation   | Max Marks |
|---|-----------|
| Ensure to visit the site as per allocation on time within SLA                           | 7         |
| Ensure work need to be done as per SOW/Project requirements                             | 7         |
| Ensure Submission of Correct reports (Check sheet + Snap)of work completion on next day | 7         |
| Ensure submission of FTA as per policy on agreed time.                                  | 7         |
| Ensure adherence 100% safety compliance at site   | 7         |
| <b>Total</b>  | 35        |