

# 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>	Bejugam Shiva Krishna
<b>Employee Id</b>	170210
<b>Employee Email</b>	shivakrishna.b@principleacs.com
<b>Designation</b>	Assistant _ Accounts

<b>Department</b>	Finance and Accounts
<b>Grade Level</b>	L1
<b>Manager Name &amp; Id</b>	Raghav Heda(200488)
<b>Manager Email</b>	raghav.h@principleacs.com

<b>Joining Date</b>	2017-09-11
<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	3	4	3.75
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	4	4	4.00
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. <a href="#">Reports.zip</a> ↓	5	3	3	3.00
Proof of atleast one training or presentation to internal or external clients which showcases the candidates depth in knowledge. <a href="#">Costing Sheet 21-22.xlsx</a> ↓	5	4	3	3.25
<b>Total</b>	30	21.00	20.00	20.25

<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. <a href="#">Vendor Payment Tracker FY 2021...</a> ↓	5	3	4	3.75
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	3	3	3.00
<b>Total</b>	20	14.00	13.00	13.25

## 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	3	3.25
Responds positively to suggestions,instructions,criticism and adapts well to changing circumstances	5	4	3	3.25
Shows pride when representing organization in market place/clients	5	3	3	3.00
<b>Total</b>	15	11.00	9.00	9.50

<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	3	3	3.00
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	3	3	3.00
<b>Total</b>	15	10.00	9.00	9.25

<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	4	4.00
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	3	3	3.00
<b>Total</b>	15	11.00	10.00	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	3	4	3.75
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 fulling the engagement.	5	4	4	4.00
Understands the planning is key to success and hence ensures that it is chalked out and aligned with superior before execution.	5	5	3	3.50
<b>Total</b>	20	15.00	14.00	14.25

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	4	4.00
Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work.	5	4	3	3.25
Is aware of ISO certification of the company, and hence pays importance to all process compliances.	5	4	3	3.25
<b>Total</b>	15	12.00	10.00	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	4	3	3.25
Stays late as needed to complete the task on hand. Works as per responsibility and works responsibly.	5	4	4	4.00
Shows proactiveness to get works / new works allocated to himself rather than prolonging existing works on hand.	5	4	3	3.25
Focuses on productivity and maintaining commitment - "beating the deadline".	5	4	3	3.25
<b>Total</b>	20	16.00	13.00	13.75
<b>Total (Functional Skills )</b>	120	63.00	56.00	57.75

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	4	3	3.25
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	5	3	3.50
<b>Total</b>	15	13.00	9.00	10.00
<b>Total (Administrative Skills )</b>	80	60.00	51.00	53.25

Self - Assessment	Manager- Assessment	Grand Total
123.00	107.00	111.00/200

## 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%	55.50
A	>=85-94%	
B+	>=65-84%	
B	>=51-64%	
C	<=50%	

## MANAGER COMMENTS & RECOMMENDATION

Lot of potential. Needs to be more proactive. Overall satisfactory performance in all area of works handled by him.

## KRA-Target For Next Year Evaluation

KRA-Target For Next Year Evaluation	Max Marks
TDS workings/reconciliation for each month & TDS returns to be filed quarterly	4
End to end responsibility of payables to Vendors /Updating purchase invoice in QB/Tracker/payable Outstanding report fortnightly etc. addressing all queries of vendor payments	16
Costing sheet/Jio/ATC tracker updation with invoice details	8
Updation of Inventory tracker and ensuring Tool kit register updated by MIS	7
2021KRA 5 target not allotted.	0
<b>Total</b>	35