

# 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>	Sharon Potireddy
<b>Employee Id</b>	190351
<b>Employee Email</b>	sharon.p@principleacs.com
<b>Designation</b>	Jr Design Engineer

<b>Department</b>	Design Services
<b>Grade Level</b>	L1
<b>Manager Name &amp; Id</b>	Pramod CJ(150048)
<b>Manager Email</b>	pramod@principleacs.com

<b>Joining Date</b>	2019-07-09
<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>
Responsibility and accountability of a project	9	7	5	5.50
crisp and clear communication and presentation	8	7	6	6.25
question to be raised for management for improving your performance	9	6	5	5.25
making calculations sheets for ease of design or analysis	9	7	7	7.00
2021 KRA 5 target not allotted.	0	0	0	0.00
<b>Total</b>	<b>35.00</b>	<b>27.00</b>	<b>23.00</b>	<b>24.00</b>

<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	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	4	3.75
Ability to learn new skills and apply appropriately.	5	3	4	3.75
Submit atleast 5 reports spread across every quarter to show consistency in the work done. <a href="#">Design Report.rar</a> ↓	5	4	4	4.00
Proof of atleast one training or presentation to internal or external clients which showcases the candidates depth in knowledge. <a href="#">PRESENTATION.rar</a> ↓	5	4	4	4.00
<b>Total</b>	<b>30</b>	<b>20.00</b>	<b>22.00</b>	<b>21.50</b>

<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	3	4	3.75
Uses Technology (Excel formulae / Programming skills) effectively so that templates are made in such way that it is useful in future also. <a href="#">222G AND 222H CAL.rar</a> ↓	5	4	4	4.00
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	3	3	3.00
<b>Total</b>	<b>20</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

## 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	4	4.00
Responds positively to suggestions,instructions,criticism and adapts well to changing circumstances	5	3	4	3.75
Shows pride when representing organization in market place/clients	5	4	4	4.00
<b>Total</b>	<b>15</b>	<b>11.00</b>	<b>12.00</b>	<b>11.75</b>

<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	3	3	3.00
Always demonstrates & ensures adherence of HSE practices at work.	5	3	3	3.00
<b>Total</b>	<b>15</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

<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	3	2	2.25
Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts.	5	3	3	3.00
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>	<b>15</b>	<b>9.00</b>	<b>8.00</b>	<b>8.25</b>

<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	4	3.75
Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulfilling the engagement.	5	3	4	3.75
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>	<b>20</b>	<b>13.00</b>	<b>16.00</b>	<b>15.25</b>

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	3	4	3.75
Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work.	5	3	4	3.75
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	10.00	11.00	10.75

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	4	4.00
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	3	4	3.75
Focuses on productivity and maintaining commitment - "beating the deadline".	5	3	4	3.75
<b>Total</b>	20	14.00	16.00	15.50
<b>Total (Functional Skills )</b>	120	85.00	86.00	85.75

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	2	3	2.75
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.	5	4	3	3.25
<b>Total</b>	15	10.00	9.00	9.25
<b>Total (Administrative Skills )</b>	80	52.00	54.00	53.50

Self - Assessment	Manager- Assessment	Grand Total
137.00	140.00	139.25/200

## 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.	No
Employee has successfully demonstrated outstanding overall performance.	Yes

## 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%	69.63
A	>=85-94%	
B+	>=65-84%	
B	>=51-64%	
C	<=50%	

## MANAGER COMMENTS & RECOMMENDATION

You have good in your work. Need to improve in following 1. Understanding SOW and delivering to the same 2. commercial value impact in reworking 3. Presentation of reports

## KRA-Target For Next Year Evaluation

KRA-Target For Next Year Evaluation	Max Marks
Innovation in New design Development	7
Accuracy in report submission/ Timely delivery of design / analysis report as per client SLA in the project	7
Interaction with stake holder of project and understanding the requirement ( client/ Circle staff)	7
Reverse Engineering analysis of towers & foundation minimum 60 sites per month	7
Overall Responsibility and accountability for assigned projects	7
<b>Total</b>	35