

# 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>	Basuki Kumar
<b>Employee Id</b>	200426
<b>Employee Email</b>	basukikumar10198@gmail.com
<b>Designation</b>	Junior Engineer

<b>Department</b>	Field Services
<b>Grade Level</b>	L1
<b>Manager Name &amp; Id</b>	Gulam Rasul(160100)
<b>Manager Email</b>	gulam@principleacs.com

<b>Joining Date</b>	2020-06-15
<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	5	1	2.00
Possesses diagrammatic skills and attention to details to execute job duties	5	5	2	2.75
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	2	2.75
Ability to learn new skills and apply appropriately.	5	5	3	3.50
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
<b>Total</b>	30	22.00	10.00	13.00

<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	5	2	2.75
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	5	2	2.75
Focuses on innovative method to showcase value of the work done to clients / other stakeholders.	5	5	2	2.75
<b>Total</b>	20	16.00	7.00	9.25

## 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	5	2	2.75
Responds positively to suggestions,instructions,criticism and adapts well to changing circumstances	5	5	2	2.75
Shows pride when representing organization in market place/clients	5	5	3	3.50
<b>Total</b>	15	15.00	7.00	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	5	3	3.50
Always demonstrates & ensures adherence of company value & Motto at work.	5	5	3	3.50
Always demonstrates & ensures adherence of HSE practices at work.	5	5	3	3.50
<b>Total</b>	15	15.00	9.00	10.50

<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	5	2	2.75
Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts.	5	5	2	2.75
Interacts with customers to ensure delivery satisfaction and to understand client project pipeline and works for repeat orders.	5	5	2	2.75
<b>Total</b>	15	15.00	6.00	8.25

<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	5	2	2.75
Keeps the presentation / communication crisp, attractive and ensures communication of the summary / conclusion clearly.	5	5	2	2.75
Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulfilling the engagement.	5	5	2	2.75
Understands the planning is key to success and hence ensures that it is chalked out and aligned with superior before execution.	5	5	2	2.75
<b>Total</b>	20	20.00	8.00	11.00

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	4	2	2.50
Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work.	5	5	2	2.75
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	14.00	7.00	8.75

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	5	3	3.50
Stays late as needed to complete the task on hand. Works as per responsibility and works responsibly.	5	5	3	3.50
Shows proactiveness to get works / new works allocated to himself rather than prolonging existing works on hand.	5	5	2	2.75
Focuses on productivity and maintaining commitment - "beating the deadline".	5	5	2	2.75
<b>Total</b>	20	20.00	10.00	12.50
<b>Total (Functional Skills )</b>	120	72.00	34.00	43.50

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	2	2.75
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	5	2	2.75
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.	5	5	2	2.75
<b>Total</b>	15	15.00	6.00	8.25
<b>Total (Administrative Skills )</b>	80	80.00	36.00	47.00

Self - Assessment	Manager- Assessment	Grand Total
152.00	70.00	90.50/200

## 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%	45.25
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
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