

# 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>	Muhammad Kamran
<b>Employee Id</b>	210504
<b>Employee Email</b>	sonukhan078668@gmail.com
<b>Designation</b>	Junior Engineer

<b>Department</b>	Field services
<b>Grade Level</b>	L1
<b>Manager Name &amp; Id</b>	Pravesh Kumar Jaiswal(200428)
<b>Manager Email</b>	pravesh.jaiswal@principleacs.com

<b>Joining Date</b>	2021-01-09
<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>
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
2021 KRA 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	4	3.75
Understanding of the duties and responsibilities & gives the outcome with almost nil or minimal errors. Does not hesitate to take guidance when required.	5	4	4	4.00
Ability to learn new skills and apply appropriately.	5	4	4	4.00
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
<b>Total</b>	30	16.00	18.00	17.50

<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	4	4.00
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	3	4	3.75
Focuses on innovative method to showcase value of the work done to clients / other stakeholders.	5	3	4	3.75
<b>Total</b>	20	11.00	13.00	12.50

## 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	3	4	3.75
Responds positively to suggestions, instructions, criticism and adapts well to changing circumstances	5	4	4	4.00
Shows pride when representing organization in market place/clients	5	3	3	3.00
<b>Total</b>	15	10.00	11.00	10.75

<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	4	4.00
Always demonstrates & ensures adherence of company value & Motto at work.	5	3	4	3.75
Always demonstrates & ensures adherence of HSE practices at work.	5	3	4	3.75
<b>Total</b>	15	10.00	12.00	11.50

<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	4	4	4.00
Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts.	5	4	5	4.75
Interacts with customers to ensure delivery satisfaction and to understand client project pipeline and works for repeat orders.	5	3	4	3.75
<b>Total</b>	15	11.00	13.00	12.50

<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	4	4	4.00
Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulling 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	3	5	4.50
<b>Total</b>	20	13.00	17.00	16.00

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	4	4.00
Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work.	5	4	4	4.00
Is aware of ISO certification of the company, and hence pays importance to all process compliances.	5	4	4	4.00
<b>Total</b>	15	12.00	12.00	12.00

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	3	4	3.75
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	3	4	3.75
<b>Total</b>	20	14.00	15.00	14.75
<b>Total (Functional Skills )</b>	120	53.00	58.00	56.75

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	4	4.00
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	4	4	4.00
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles.	5	3	5	4.50
<b>Total</b>	15	11.00	13.00	12.50
<b>Total (Administrative Skills )</b>	80	55.00	66.00	63.25

Self - Assessment	Manager- Assessment	Grand Total
108.00	124.00	120.00/200

## 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.	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%	60.00
A	>=85-94%	
B+	>=65-84%	
B	>=51-64%	
C	<=50%	

## MANAGER COMMENTS & RECOMMENDATION

As per my concern engineer follow company guideline.
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## 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