**Performance Appraisal – IKM Technical wing**

Employee ID:

Name of the Employee:

Department:

Date of Joining in IKM :

Designation of the Employee:

Project :

Technical skill (Mention programming languages,

Database or any other skill set) :

Total Years of Experience :

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Name of university | Subject | Year of passing | Percentage of Marks |
|  |  |  |  |  |
|  |  |  |  |  |

**Key Responsibility: (The last 4 columns would be filled by Appraiser)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SL NO | Key Responsibility | Outcome/Output | Priority | Accepted by Screening Committee (Yes/NO) | Remarks | Points Given |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Skill Assessment: (Last 2 columns would be filled by Appraiser)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency** | **Description** | **Remarks by Appraisee on how he/she qualifies** | **Accepted by Screening committee** | **Points given** |
| INI INITIATIVE:  | 1. Shows ability to work independently in context of the job.
2. Demonstrates willingness to assume additional responsibility.
3. Suggests ways to enhance work processes or operations.
 |  |  |  |
| INI TEAM WORK and INTERPERSONAL RELATIONS:  | Work best in a teamMaintains positive working relationships. • Is flexible and willing to cooperate with others. • Demonstrates ability to listen and understand.  |  |  |  |
| Q QUALITY OF WORK:  | Maintains standards consistently. Less Defects in the output generated  |  |  |  |
| PUPUNCTUALITY AND ATTENDANCE  | Based on soochika attendance records |  |  |  |