**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 team  Maintains 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 |  |  |  |