Flow Chart Of Performance Appraisal Process



- Appraise to take Five Quarterly targets related with given Performance Parameters in consultation with Appraiser and fill-up in Target Setting Form.
- Appraisee to write down ten role attributes in Form-B applicable to his grade and working area from the role Attribute page at the beginning of this booklet.

Responsibility
Appraisee/Appraiser

Page Number 1 to 5 each Quarter & other forms are perforated sheets which are in duplicate. Kindly ensure that a carbon paper is used while these sheet are being filled up.

Activity for next quarter

Appraiser to **Coach and guide** appraisee in achieving target and give **feedback**.

Responsibility
Appraisee/
Immediate Superior

At the end of quarter

- Appraisee to Fill-up Targets in Form-A (refer Target Setting page) and mention the achievements against each target.
- 2. Appraisee to write Facilitating and Constraining factors as felt by him.
- 3. Mention Outstanding achievements
- Give the feed back in "My Learnings" against the applicable criteria mentioned therein.
- 5. Identify training needs.

At the end of Quarter 1 of FY08-

- 1. Fill-up Outstanding Achievements (Annual summary)
- 2. Fill-up Training and Self Development-Evaluation Annual Summary

And take the form to appraiser

Responsibility Appraisee

Appraiser to evaluate Appraisee

- For target achievement in Form "A" and rate the achievement and give the feedback.
- Evaluation of Cross Functional Targets, to be done jointly by appraiser and CFT leader
- 3. Go through Facilitating & constraining Factors, Outstanding Achievements and My Learnings and write comments in brief.
- 4. Evaluate on Role Attributes in Form "B".
- 5. Internal Customer to give the feed back and Rating.

At the end of Qtr. 1 of Fy08 evaluate Appraisee on

- Learning & Self Development Evaluation (Annual Summary) and give the rating out of 5.
- 2. Outstanding Achievements and evaluate out of 5.
- 3. Overall Performance Rating.
- 4. Complete Annual Assessment Summary.

Decide Five Targets for next Quarter and fill up Target Setting Form.

Responsibility Appraiser/Appraisee & Internal Customer

HOD to

- Go through assessment and comments and put signatures and give comments if any in the space provided.
- Also go through the Evaluation of Outstanding Achievements, Learning and Self Development, Training needs identified.
- Send Booklets to HRD before the 15th of next month of preceding Quarter.

Responsibility HOD/Appraisee

End of Quarter Appraisal

Dept.	1	Ticket	NLo
Debt.	/	HICKET	IVO.

Performance Appraisal

TARGET SETTING FOR THE QUARTER 1 OF 2007-2008

(Appraisee to take the five targets for the next quarter in consultation with Appraiser and send this form alongwith other forms to HRD.)

Target-1 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)
Target-2 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)
Target-3 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)
Target-4 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)
Target-5 (Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects
4) Departmental Target 5) Self Development / System Development 6) People / Org. Development)

Performance Appraisal Form A

Quarter No. : 01		
Year : 2007 - 2008		
Dept. / Ticket No.		
•		

Five Targets are a must	70% weightage
Name of the Appraisee :	
Name of the Department :	-
Name of the Appraiser :	
Appraiser to rate against each target by mutual discussions with appraisee on to completion of Target. Rating: 5 = Outstanding (96% & above), 4 = Very Good (86-95%), 3 = Good (71-85%)	
2 = Fair (50-70%), 1 = Poor (below 50%)	70),
Performance Parameters, Targets and Achievements	Appraiser's Rating
 Performance Parameter: Tick mark whether related to AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target Self Development / System Development 6) People / Organisation Development 	
Target:	
Achievement:	
 2. Performance Parameter: Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development 	
Target :	
Achievement :	
	<u> </u>
3. Performance Parameter: Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development	
Target:	
Achievement :	

Performance Appraisal

Form A contd...

Quarter No. : 01 Year : 2007 - 2008 Dept. / Ticket No.

Performance Parameters, Targets and Achievements				
4. Performance Parameter: Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development				
Target:				
Achievement :				
 5. Performance Parameter: Tick mark whether related to 1) AOP 2) LRP 3) Cross Functional Projects 4) Departmental Target 5) Self Development / System Development 6) People / Organisation Development 				
Target :				
и				
Achievement :	-Co			
	<u> </u>			
Total:				
Appraiser's / HOD's Remark :				

Signature of appraisee is to confirm that feedback is given to him and rating given by Appraiser is jointly agreed between Appraiser & Appraisee.

Performance Appraisal - Role Attributes Form B

Quarter No.: 01 Year: 2007 - 2008 Dept. / Ticket No.

15% weightage

Appraisee to write down role Attributes given at the beginning of this booklet applicable to his grade and working area.

Appraiser to refer Quarter 4 report and evaluate the appraisee against each Role Attributes.

Rating: 5 = Outstanding, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor

S/N	Role Attribute	Rating
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		<u>.</u>
10.		
-	Total	
	MY LEARNINGS	
Visit	raisee to write the details of learning from - 1) Visit to outside organisation, 2) Custo, 3) Participation in Business Meet, Exhibitions, Conferences, 4) Training, 5) Readir roals, Business Magazines etc., 6) External Course	omer ng of Books,

(Signature of Appraisee)

(Signature of Appraiser)

(Signature of HOD)

Signature of appraisee is to confirm that feedback is given to him and rating given by Appraiser is jointly agreed between Appraiser & Appraisee.

Performance Appraisal

Quarter No. : 01 Year : 2007 - 2008 Dept. / Ticket No.

FACILITATING/CONSTRAINING FACTORS & OUTSTANDING ACHIEVEMENTS

Facilitating Factors: (Appraisee to write which were the factors that helped to achieve the targets. Please give referen to specific Target Nos.)				
			•	
Constraining Factors : (App	raisee to write the fact	ors which were cons	straints to achieve the t	argets. Please give
reference to specific Target N	(os.)			
				•
ı				•
		•		
Outstanding Achievements / significant contribution with o	/ Significant Contribut quantified benefits to K	ion : (Appraisee to CL.)	write his outstanding a	chievements /
				•
			•	
2	(4)			
Comments of the Appraiser Factors will be reduced/elimit	: (Appraisee to briefly nated. Also comment c	mention now Facilit on Outstanding achie	ating Factors will be re evement l	inforced and Constraining
		• atotarran g abine	5 V G (11 G 11 G 1	• •
			•	

OUTSTANDING ACHIEVEMENTS ANNUAL SUMMARY

Year : July 2006 to June 2007 Dept. / Ticket No.

utstanding Achievements hievements/significant cor	/ Significant Contribution: (Apprint (Apprint (Apprint (Apprint)) Approximation of the contribution of th	praisee to summaries outstanding he past four quarters.)	
		•	
٧			
onraiser's Comments : IAn	praiser to comment/elaborate a	nd confirm and give the rating	
it of maximum 5.)	praisor to comment clasorate a	na commin usa give the runng	
ppraiser's Rating : Maxi	mum : 5 Actual :		
	•		

LEARNING AND SELF DEVELOPMENT EVALUATION ANNUAL SUMMARY

Year : July 2006 to June 2007 Dept. / Ticket No.

Appraisee to summarise the learning details from "My Learnings" related with - 1) Visit to outside organisation, 2) Customer Visit, 3) Participation in Business Meet, Exhibitions, Conferences, 4) Training, 5) Reading of Books, Journals, Business Magazines etc., 6) External Course Appraisee & Appraiser jointly evaluate **Training Topic** Date Faculty the effectiveness of Training Not Effect- Very No Effective Effect- Opportunity ive ive to use the skill Based on the effectiveness of Learning & Self Development Maximum : 5 | Actual : Appraiser should give the Rating

ANNUAL ASSESSMENT SUMMARY (July, 2006 to June, 2007)

Year : July 2006 to June 2007 Dept. / Ticket No.

Name of the Appraisee :	formance Parameters / Targets, Role Attributes, evelopment Rating			
Total of Quarterly Target Rating FY07 -Q2 (July, 06 - Sept., 06) (Oc	FY07 -Q3 et., 06 - Dec., 06) FY07 -Q4 (Jan., 07 - Mar., 07) FY08 -Q1 (Apr., 07 - June, 07)			
1) Target Rating (Weightage 70 marks)	$\frac{\boxed{Q2 + Q3 + Q4 + Q1}}{100} \times 70 =$			
2) Role Attributes Rating (Weightage 15 marks)	100 X 15 =			
3) Yearly Rating of Outstanding Achievements (Weightage 5 marks)	≖			
4) Yearly Rating of Learning & Self Development (Weightage 5 marks)	=			
5) Internal Customer's Rating (Weightage 5 marks)	Q2 + Q4 = =			
ANNUAL PERFORMANCE RATING (Sum of 1 to 5)	Y22			
OVERALL PERFORMANCE RATING				
Based on the overall performance for the year, Appraiser to tick mark in the appropriate box.				
Outstanding Exceeds Needs Improvement Unaccept	s Expectations			
(Signature of Appraisee) (Sig	nature of Appraiser) (Signature of HOD)			