**ANNUAL APPRAISAL FORM**

EMPLOYEE NAME:- DESIG:- HQ:-

DIVISION:- D.O.J.:-

PART-1 (OUTPUT)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | QTR-1 | QTR-2 | QTR-3 | QTR-4 | ANNUAL |
| BUDGET/TARGET |  |  |  |  |  |
| ACTUAL (PRIM) |  |  |  |  |  |
| SECONDARY |  |  |  |  |  |
| % ACH |  |  |  |  |  |
| GROWTH L/Y |  |  |  |  |  |
|  |  |  |  |  |  |

INPUT:-

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | BSK | JEST | ASAD | SHRWN | BHADR | ASWIN | KARTIK | MANGSR | PAUH | MAGH | FAGN | CHAIT |
| D.I.F. |  |  |  |  |  |  |  |  |  |  |  |  |
| CALL AVG |  |  |  |  |  |  |  |  |  |  |  |  |
| % COVG |  |  |  |  |  |  |  |  |  |  |  |  |
| POB NO |  |  |  |  |  |  |  |  |  |  |  |  |
| COLLECTIN |  |  |  |  |  |  |  |  |  |  |  |  |
| GR |  |  |  |  |  |  |  |  |  |  |  |  |
| EXPIRY/BRG |  |  |  |  |  |  |  |  |  |  |  |  |
| SPONSOR |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- |
| PARAMETERS | GRADING | JUSTIFICATION/EVIDENCE |
| SELF DISCIPLINE (PUNCTUALITY,SELF PRESENTATION,OBIDIENCE) |  |  |
| COMMUNICATION |  |  |
| DEPENDALITY |  |  |
| JOB KNOWLEGE |  |  |
| TEAM WORK |  |  |
| COMMITMENT/PASSION FOR PERF |  |  |

A+= OUTSTANDING C=SATISFACTORY

A=EXCELLENT D=UNSATISFACTORY \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B=GOOD APPRAISEE APPRAISAL DONE BY