



RED APPLE EMPLOYEE ANNUAL APPRAISAL -FORM

NAME OF EMPLOYEE

Sarmistha Mondal

DEPARTMENT

Backend Development

DESIGNATION

Web Developer

MANAGER / TEAM LEADER

Arijit Chakraborty

OTHER MANAGERS / TEAM LEADER

EVALUATION PERIOD

From

01-01-2023

To

31-12-2023

GENERAL INSTRUCTIONS FOR USING THE FORM

SECTION 1: WORK PLANNING - Job Responsibilities and Performance Expectations (KRA'S)

Section – 1 of this form constitutes the work plan. The work plan should include Job Responsibilities and Performance Expectations .List the primary job responsibilities in priority order for successful performance in this position. This should include most of the major responsibilities in the position description. Also include as responsibilities, any special projects or programs on which the employee should focus during the review period. For each responsibility, write the expected level of performance at the "Good" level (See "Rating Scale" for a description of "Good" performance.) For each job responsibility, list the method(s) of evaluation. The factors to be considered whilst evaluating Job responsibility would be Timeliness, Quality of deliverables and for project managers and above, whether the work has been completed within budget. **Relative Weightage of Principal KRA must be between 50% and 100% & for Secondary KRA should be between 10% and 20%. Summation of Relative Weightage of all the KRA(s) must be 100%.**

SECTION 2: EMPLOYEE SELF EVALUATION ON PERFORMANCE CHARACTERISTICS

This section defines the performance characteristics expected from each employee. **Mark "N/A" next to any performance characteristics on which the employee will not be evaluated. Supervisors may edit as necessary.**

Employee Self-Appraisal Rating: Employees have to do a self rating against the set goals and get the same reviewed by the supervisor.

The Self Evaluation Section provides periodic written review of individual performance, in the context of the ongoing performance management process. It is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives / goals, provide feedback about the employee's performance with respect to skills and behaviors and also

provide a framework for identifying the employee's development plans. We recommend that the Self-Evaluation portion be completed and submitted to the HR approximately 2 weeks prior to your Mid-term or Annual Performance Appraisal discussion. In case of any query related to Performance Management Process please contact the HRD (Human Resource Department).

Supervisors should discuss development initiatives with employees during the work planning stage should document them in this form.

Development initiatives may arise as "career development plans" or "improvement plans" anytime during the performance cycle.

SECTION 3: TRAINING & DEVELOPMENT PLANS

Supervisors should discuss training & development initiatives with employees during the performance review, and should document them in Section 3 of this form. Development initiatives may arise as "career development plans" or "improvement plans" anytime during the performance cycle.

RATING SCALE - Employees must be rated on the scale of 1 to 5 as mentioned below. Ratings should be in multiples of 0.5 only

RATING	PERFORMANCE LEVEL	DEFINITION
10	Outstanding - (O)	Performance is far above the defined job expectations. The employee consistently does outstanding work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance that is not consistently exceeding expectations is minor or due to events not under the control of the employee.
8	Very Good - (VG)	Performance meets the defined job expectations and in many instances exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the effort and skills of the employee.
6	Good - (G)	Performance meets the defined job expectations. The employee generally performs according to the expectations doing a good job. The employee is doing the job at the level expected for employees in this position. The good performance is due to the employee's own effort and skill.
4	Below Good - (BG)	Performance may meet some of the job expectations but does not fully meet the remainder. The employee is generally doing the job at a minimal level, and improvement is needed to fully meet the expectations. Performance is less than a good job. Lapses in performance are due to the employee's lack of effort or skill.
2	Unsatisfactory - (U)	Performance generally fails to meet the defined expectations or requires frequent, close supervision and/or the redoing of work. The employee is not doing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of effort or skills.

SECTION -1 - WORK PLANNING - Job Responsibilities and Performance Expectations (KRA)

	Weightage	Manager's / Team Lead's	Self or Other Manager or Team Lead	Actual Level of Performance vs Expected Level of Performance - COMMENTS (Please

KEY RESPONSIBILITY AREAS (KRA'S)	(%)	Rating	or Supervisor Rating	include instances / examples and method of evaluation)
<p>Principal KRA</p> <p>Understanding the specifications of the work assigned by project manager or team lead.● Proper integration of user-facing elements with client side validation and logic.● Proper integration of server side logic in APIs.● Writing clean, reusable, testable and bug free code to minimize regression.● Writing proper comments in code to make it understandable by others.● Maintaining proper naming conventions throughout the code for better readability.● Building reusable code and libraries for future use.● Optimization of the application for maximum speed and scalability.● Implementation of security and data protection.● Design and implementation of data storage solutions.● Communications skills and clearness in reporting and communication.● Timely completion of software or module.● Use of version control system (Github, Bitbucket) to maintain code for different phases of development. 123</p>	60	Arijit Chakraborty <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">6.00</div>	Sarmistha Mondal <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">4.00</div>	<p><u>Sarmistha Mondal:</u> tytyty rtyrtyrty</p> <p><u>Arijit Chakraborty:</u></p>
<p>Secondary KRA - 1</p> <p>Estimating the time required for the task assigned by project manager or team lead.● Analytical thinking: Proactive approach towards the assigned work(Designing the architecture before coding,making sure that existing users should not get affected for new changes in code).● Application performance: The application work seamlessly without wasting CPU, Memory, or other resources. 123</p>	20	Arijit Chakraborty <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">6.00</div>	Sarmistha Mondal <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">4.00</div>	<p><u>Sarmistha Mondal:</u> trestt rtyrtyrtyrt</p> <p><u>Arijit Chakraborty:</u></p>
<p>Secondary KRA -2 (Self Development)</p> <p>Creativity: Finding a better ways to achieve the project goals.● Learning: Ability to learn about and use of new technologies, protocols, libraries or languages. 123</p>	20	Arijit Chakraborty <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">6.00</div>	Sarmistha Mondal <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">7.50</div>	<p><u>Sarmistha Mondal:</u> tytyty rtyrtyrty</p> <p><u>Arijit Chakraborty:</u></p>
	100			

TOTAL RELATIVE WEIGHTAGE			
CUMULATIVE AVERAGE RATING		Arijit Chakraborty 6.00	Sarmistha Mondal 5.17

SECTION -2 - EMPLOYEE SELF EVALUATION ON PERFORMANCE CHARACTERISTICS

Characteristic	Expected Level of Performance	Employee Self-Rating	Manager / Team Lead Rating	Other Manager or Team Lead or Supervisor Rating	Comments on Performance (please provide examples & method of Evaluation)
Job Knowledge/Skills	*Demonstarates understanding og the Job Applies that knowledge in timely manner.	8.50	Arijit Chakraborty 6.00		<u>Sarmistha Mondal:</u> ytyryr rtyyrt <u>Arijit Chakraborty:</u>
Judgement	*Demonstrates the ability to gather and organize information, and achieve logical conclusion in a timely manner.	7.00	Arijit Chakraborty 8.00		<u>Sarmistha Mondal:</u> iouiuotyrrrt rryrtyrt <u>Arijit Chakraborty:</u> zfsd
Communication Skills	*Demonstrates the ability to express ideas, both in writing and verbally, adjusting language or terminology to meet the needs of the audience. *Demontrates Positive Boly Language	NA	Arijit Chakraborty NA		<u>Sarmistha Mondal:</u> adasas <u>Arijit Chakraborty:</u> dfyf
CUMULATIVE AVERAGE RATING		7.75	Arijit Chakraborty 7.00		

Answer the following questions in point formulate:-

Q.1) Note down your most significant accomplishments / achievements since your last review or date of joining.

Reviewers Name	ACOMPLISHMENTS / ACHIEVEMENTS
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Sarmistha Mondal	ssdfsdf sdfsdffsdlf sdffsdffsd
Arijit Chakraborty	

Q.2) Since your last Appraisal period or Date of Joining have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so please specify.

Reviewers Name	NEW OR ADDITIONAL DUTIES PERFORMED
Sarmistha Mondal	yjjghjh dfgdfdf dfgdfgdf
Arijit Chakraborty	

Q.3) Describe the areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and or the resources you need to accomplish.

Reviewers Name	AREAS OF IMPROVEMENT
Sarmistha Mondal	dfhhdffhfg dfgdfg dfgdfgdf
Arijit Chakraborty	

Q.4) Studies have shown that higher customer satisfaction & employee satisfaction is closely linked. What are your ideas for improving the Company's Client Satisfaction?

Reviewers Name	AREAS OF IMPROVEMENT
Sarmistha Mondal	hhfh ghdfh h hf fgh
Arijit Chakraborty	

Q.5) State 2 Career Goals for the coming year and indicate how you plan to accomplish them?

Reviewers Name	CAREER GOALS
Sarmistha Mondal	gdfdfhfhgh fgh hfghf fh fhf
Arijit Chakraborty	

SECTION -3 TRAINING & DEVELOPMENT PLANS

Training & Career Development Plans -

- Activities or training that will add to the employee's ability to do his or her job more effectively while broadening his/her skill or knowledge base
- Plans to increase the employee's credentials in his or her area of expertise (licensing, certification exams, etc.)
- Plans to prepare the employee for increased responsibility or expertise, within his or her current position, or in preparation for another position within the organization (cross-training, job rotation, mentoring program, etc.)
- Career Development Plans must align with the Key Responsibility Area. Please refer to the Key Responsibility in Part I: Work Planning.

Date	Development Goal / Action Plan	Resources needed (Time, financial, etc.)	Target completion timeframe

PERFORMANCE SUMMARY

ANNUAL APPRAISAL COMPLETE

Overall Manager's / Team Lead's Cumulative Average Rating on KRA's & Performance Characteristic	6.40
Overall Employee Self-Performance Rating	6.20

OVERALL PERFORMANCE RATING

<input type="radio"/> O - 10	<input checked="" type="radio"/> VG - 8	<input type="radio"/> G - 6	<input type="radio"/> BG - 4	<input type="radio"/> U - 2
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Employee Signature

Manager / Team Leader Signature

Date