RED APPLE EMPLOYEE ANNUAL APPRAISAL -FORM

NAME OF EMPLOYEE

DEPARTMENT

DESIGNATION

MANAGER / TEAM LEADER

OTHER MANAGERS / TEAM LEADER

EVALUATION PERIOD

From   To

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

	PERFORMANCE

RATING	LEVEL	DEFINITION
5	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.
4	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.
3	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.
2	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.
1	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)

KEY RESPONSIBILITY AREAS (KRA'S)	Weightage (%)	Manager's / Team Lead's Rating	Other Manager or Team Lead or Supervisor Rating	Actual Level of Performance vs Expected Level of Performance - COMMENTS (Please include instances / examples and method of evaluation)
Principal KRA Responsible for planning and implementing game functionality and interpreting the requirements based on the project manager or supervisor's input. ● Understanding the specifications of the work assigned by the project manager or team lead. ● Transform design specification into functional games. ● Ensure the best performance, quality, and responsiveness of applications and games. ● Offer and implement solutions in a timely manner. ● Writing clean, reusable, testable, and bug-free code to minimize regression. ● Writing proper comments in code to make it understandable by others. ● Communication skills and clearness in reporting and communication. ● Proper unit testing before releasing build for testing. ● Use of version control system (GitHub, Bitbucket) to maintain code for different phases of development. ● Writing release notes while sharing build. ● Application performance: The game work seamlessly without wasting CPU, Memory, or other resources.	73	Main Reviewer Name 3.5	Other Reviewer Name na Other Reviewer Name 3.5	**Main Reviewer Name** Comment **Other Reviewer Name** Comment **Other Reviewer Name** Comment
Secondary KRA 1 Communicate with other team members. ● Establish an effective strategy and development pipeline. ● Identify process and application bottlenecks. ● Analytical thinking: Proactive approach towards the assigned work (Designing the architecture before coding, making sure that existing users should not get affected by new changes in code).	14	Main Reviewer Name 3	Other Reviewer Name na Other Reviewer Name 3.5	

Secondary KRA 2

Estimating the time required for the task assigned by the project manager or team lead. ● Creativity: Finding a better way to achieve the project goals. ● Learning: Ability to learn about and use new technologies, protocols, libraries, or languages.	13	Main Reviewer Name: 3	Arijit Chakraborty: na Manish Prasad: 3

TOTAL RELATIVE WEIGHTAGE	100	

CUMULATIVE AVERAGE RATING	3	Other Reviewer Name: na Other Reviewer Name: 3.5

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	*Demonstrates understanding of the job *Applies that knowledge in a timely manner. *Demonstrates the ability necessary for full job performance *Initiative to pick-up new skills and knowledge	3.5	Main Reviewer Name: 3.5	Other Reviewer Name: na Other Reviewer Name: 3.5	**Main Reviewer Name** Comment **Other Reviewer Name** Comment **Other Reviewer Name** Comment
Judgments	*Demonstrates the ability to gather and organize information, and achieve logical conclusions in a timely manner. *Weighs alternatives and makes decisions that reflect the facts of a situation	3.5	Main Reviewer Name: 3.5	Other Reviewer Name: na Other Reviewer Name: 3.5	**Main Reviewer Name** Comment **Other Reviewer Name** Comment **Other Reviewer Name** Comment
Communication Skills	*Demonstrates the ability to express ideas, both in writing and verbally, adjusting language or terminology to meet the needs of the audience *Demonstrates Positive Body Language	4	Main Reviewer Name: 3	Other Reviewer Name: na Other Reviewer Name: 3	
Relationship	*Works effectively with others to accomplish organizational goals	4	Main Reviewer Name: 3	Other Reviewer Name: na	

Category	Description	Self	Main Reviewer Name	Other Reviewer Name	Comment
with people	and identify and resolve problems. *Shares knowledge, and experiences and is cooperative with others.			Other Reviewer Name 3.5	
Overall Conduct	*Conducts oneself in a professional and respectable manner *Behaves in a manner compliant with acceptable ethical standards. *Demonstrates regular attendance, is dependable and punctual, and does not abuse leave *Maintains company dress code and proper attire	4.5	Main Reviewer Name 3	Other Reviewer Name na Other Reviewer Name 3.5	
Organizational and Administrative Effectiveness and Efficiency - for Team Lead & Manager position only.	*Demonstrates the ability to plan, organize, implement and administer programs and tasks with minimal direction. Sets priorities and allocates resources appropriately. *Contribution towards training / knowledge sharing sessions *Contribution towards recruitment activities *Contribution towards Organizational process improvement activities *Contribution towards business development activities.	na	Main Reviewer Name na	Other Reviewer Name na Other Reviewer Name na	**Main Reviewer Name** Comment **Other Reviewer Name** Comment **Other Reviewer Name** Comment
Leadership - For Team Lead & Manager position only.	*Demonstrates the ability to influence others to obtain satisfactory results while maintaining group cooperation. *Uses proper interpersonal styles and methods to guide individuals or groups to accomplish a task.	na	Main Reviewer Name na	Other Reviewer Name na Other Reviewer Name na	
Performance Management - For Team Lead & Manager position only.	*Establishes and reviews expectations with employees. *Monitors employees' progress and provides employees with appropriate feedback. *Follows policies and procedures of the Employee Performance Management System.	na	Main Reviewer Name na	Other Reviewer Name na Other Reviewer Name na	
CUMULATIVE AVERAGE RATING		4	Main Reviewer Name 3	Other Reviewer Name na Other Reviewer Name 3.5	

Answer the following questions in point formulate:-

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

Sr. No.	ACOMPLISHMENTS / ACHIEVEMENTS
1	implementing socket and rest API are one of my achievement, but while developing Poker i got to learn how to implement it. Using Socket created a big game poker with multiplayer implemented in it.
2	
3	

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.

Sr. No.	NEW OR ADDITIONAL DUTIES PERFORMED
1	Created a unity new input system for Keyboard, console and mobile while doing R&D
2	
3	

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.

Sr. No.	AREAS OF IMPROVEMENT
1	I am planning to improve algorithm and Data structure
2	i am planning to learn particle system of unity and lighting setting

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?

Sr. No.	AREAS OF IMPROVEMENT
1	I am planning to improve algorithm and Data structure
2	i am planning to learn particle system of unity and lighting setting

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

Sr. No.	CAREER GOALS
1	my Career goal is to learn what ever i can learn from my seniors or juniors which helps me increasing my skills in development as well as in designing part
2	

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	3
Overall Employee Self-Performance Rating	4

OVERALL PERFORMANCE RATING

○ O - 5   ● VG - 4   ○ G - 3   ○ BG - 2   ○ U - 1

Employee Signature   Manager / Team Leader Signature   Date