**PERFORMANCE APPRAISAL FORM FOR MANAGERIAL POSITIONS**

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| ***Instructions:***  This form is designated for employees holding managerial position as they will be evaluated by their immediate line manager. Evaluations will be completed on a half yearly basis mandatorily to review objectives set during joining date (1 month after completion of joining date)  Within 15 calendar days from performance review interview, both employee and line manager to set objectives for upcoming 6 months and the same continues likewise. This practice will ensure expectations being set right and in-advance between employee and line manager to allow ample time for objectives to be translated into actions and results to be viewed and evaluated. |

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| **EMPLOYEE DETAILS** | |  | **Appraisal Rating** | |
| Employee Name |  | **Unsatisfactory** | **1** |
| Designation |  | **Needs Development** | **2** |
| Line Manager Name |  | **Meet Expectations** | **3** |
| Employee ID |  | **Exceeds Expectations** | **4** |
| Department Name |  | **Exceptional** | **5** |
| Date of Meeting DD.MM.YYYY) |  |  |  |

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| **BUSINESS OBJECTIVES** | | | | | |
| **S.**  **N.** | **What needs to be achieved?**  (example: have mandatory policies for HR Department) | **How to deliver these objectives?**  (example: need to conduct meetings with HR team and draft document) | **How to measure it?**  (example: 10 HR policies with details documented/gone live) | **Timescales**  (example: 3 months to have final draft approved) | **Scoring** |
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| **PERSONAL OBJECTIVES** | | | |
| S.  N. | **What needs to be achieved?**  (example: certified for Project Management Professional - PMP) | **How to deliver these objectives?**  (example: attend training and pass exam) | **Timescales**  (example: 6 months) |
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| **OVERALL COMMENTS (JOB HOLDER)** |
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| **OVERALL COMMENTS (LINE MANAGER)** |
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| **APPROVALS** | |
| We confirm that the above has been discussed and agreed with the Job Holder and we both understand this is a good representation of the performance for past 6 months period (if applicable) and future 6 months period. | |
| **Signature:**  (Employee) | **Date:**  (DD.MM.YYYY): |
| **Signature:**  (Line Manager) | **Date:**  (DD.MM.YYYY): |