**PERFORMANCE APPRAISAL FORM FOR MANAGERIAL POSITIONS (A.1)**

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| ***Instructions:***  This form (A.1) 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) or start of the year. This form is designated for first half year appraisal (HY1).  Within 15 calendar days from performance review interview, both employee and line manager to set objectives for upcoming one year 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. The employee needs to follow up with his/her Line manager to complete the appraisal in the specified time period by HR. |

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| **EMPLOYEE DETAILS** | |  | **Appraisal Rating** | |
| Employee Name |  | Unsatisfactory | 1 |
| Designation |  | Needs Development | 2 |
| Employee ID |  | Meet Expectations | 3 |
| Department/Subsidiary Name |  | Exceeds Expectations | 4 |
| Line Manager 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) | **Employee & Line Manager Comments**  (insert over all comment against each row) | | **HY1** | **HY2** | **Avg.** |
|  |  |  |  |  | EC |  |  |  |  |
| LC |  |  |  |  |
|  |  |  |  |  | EC |  |  |  |  |
| LC |  |  |  |  |
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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) | **Employee & Line Manager Comments**  **(**insert over all comment against each row) | |  |  |  |
|  |  |  |  | EC |  |  |  |  |
| LC |  |  |  |  |
|  |  |  |  | EC |  |  |  |  |
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| **APPROVALS & SIGNOFF** | | | | |
| 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. | | | | |
|  | **Full Name** | **Designation** | **Date** | **Signature** |
| **Employee** |  |  |  |  |
| **GMD** |  |  |  |  |
| **HR** |  |  |  |  |