

# Performance review & Competency Assesment

TYPE OF REVIEW    REGULAR    ☐    SPECIAL    ☐    REFERENCE NO : PRCaf-24/15    UNIT : Aljimi    DATE :

EMPLOYEE NAME : Aashis Tamang    DESIGNATION : DN CLR    BADGE NO : HP0527

**BEFORE REVIEWING EMPLOYEE'S WORK PERFORMANCE MAKE CERTAIN THAT YOU ARE FAMILIAR WITH THIS ENTER FORM,INCLUDING THE INSTRUCTIONS WHICH APPEAR ON THE BACK**

JOB KNOWLEDGE		Knowledge of work gained through experience, general education, specialized training and special source of information			Socre	
5. Knows essentials and details throughly enough to perform without assistance.	4. Knows job well enough to perform with a small amount of assistance.	3. Adequate grasp of essentials; requires some assistance frequently.	2. Limited understanding of job; requires considerable assistance.	1. Inadequate understanding of job; requires constant assistance.		

## Comments

QUALITY OF WORK		Accracy, neatness, thoroughness and dependability of results regardless of amount of work done.			Socre	
5. Exceptionally neat and accurate, rarely necessary tobquestion thoroughness.	4. Seldom necessary to check work, gives indication of competency.	3. Acceptable,usaually neat,occasional errors.	2. Often unacceptable,frequent errors,frequently untidly.	1. Too manyerrors,usaually unitdy about work habits.		

## Comments

QUANTITY OF WORK		Amount of work produced undrer routine, dat to day conditions, regardless of the number of errors made.			Socre	
5. Always turns out more than accepted standard.	4. Output occasionally above demands of the job.	3. satisfactory for demands of the job.	2. Output occasionally below the requirements of the job.	1. output usually below the job requirements.		

## Comments

ADAPTIBILITY		Quickness and ease of adjustment to work environment, job requirements and chaging situations			Socre	
5. Adapts quickly smoothly and enthusiastically to changing conditions.	4. Well adjusted to present work situvation, requires minimum time in adapting to changes.	3. Satisfactory adjusting to present job, adjusts to changes in reasonable time.	2. Rather slow in adjusting to work situvation, some evidence of indifference and dissatisfaction.	1. Not well adjusting to present job, very slow in adusting to changes.		

## Comments

INITIATIVE		Willingness and ability to act independently and effectively in the absence of instructions.			Socre	
5. self reltent, acts independently never feasible, self-starter	4. Seeks solution and initiative action with little guidance.	3. Initiative in routine matters, but requires normal supervission otherwise.	2. Seldom acts independently in absence of specific directions, requires considerable supervision.	1. Must always to be told what to do requires detailed supervision, seemingly incapable of independent action.		

## Comments

COOPARATION & DISPOSITION		Attitude toward work, fellow-workers, the exchange, and the effect on other.			Socre	
5. Usually cooperative and well liked, goes out of way to help others constructively and willingly, obedient to supervisor.	4. Works well with others in group, voluntarily helps other, obedient and obliging to superior.	3. Works satisfactorily with group, willing to help others when asked, grudgingly obdient.	2. Has difficulty working with others, some tendency to be indifferent to others, cannot take orders.	1. Won't or can't work with others, antagonistic, insolent and discourteous.		

## Comments

TOTAL : 0

OUTSTANDING    ☐    28-30    VERYGOOD    ☐    23-27    SATISFACTORY    ☐    17-22    DOUBTFULL    ☐    11-16    UNSATISFACTORY    ☐    6-10

**CommentsAssessment Of Key Result Areas : (To be filled by the Unit Head referring the individual Evalution Percentage)**

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S No	Designation Objective	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	Average
1	Ensure no Deviations as per the set Objectives	10.0	0.0	0.0	0.0	0.0	0.0	1.7
2	To ensure productivity as defined in SF 6.2-37 Productivity Matrix, in adherence to the above requirements.	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	To ensure 0 staff violation related to code of conduct and ethics	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	Water consumption ( for the catering processes,) to be reduced to 3%	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5	To maintain Safety, hygiene, and highest level of cleaning standards in the catering areas of the site.	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6	To work with Proper PPE while performing cleaning activity	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7	To clean all the areas & equipments of the catering areas as per the cleaning check list frequency.	0.0	0.0	0.0	0.0	0.0	0.0	0.0
8	Use chemicals as per the recommended dilution and handle chemical with PPE	0.0	0.0	0.0	0.0	0.0	0.0	0.0
9	To collect and segregate the garbage as per the standards recyclables separate & food waste separate	0.0	0.0	0.0	0.0	0.0	0.0	0.0

## The 9 BOX

<b>4</b> <b>High Professional</b> consistently Produces exceptional results and high performance retings in a defined but fouosed area .Knows current job extremely well Does not always adapt to new situations	<b>7</b> <b>High Professional Plus</b> consistently Produces exceptional results and high performance retings. is particularly good in one or more areas. Can adept to new situations and learn new areas.	<b>9</b> <b>Consistent Star</b> Typically in short supply but in high demand performs well learn fast and is resourceful. Has the ability to take on major stretch assignments in new areas.
<b>2</b> <b>Solid Professional</b> Consistently meets and may occasionally exceed expectations. Knows current job well. Does not effectively adapt to new situations.	<b>5</b> <b>Key Performer</b> Meets the expectations of the role.Knows current job well and enhances skills as appropriate.Can adapt to new situations and challenges as necessary. Can move one level vertically or could move laterally within the organization.	<b>8</b> <b>Future Star</b> Consistently meets and sometimes exceeds expectations and has the capacity to take on new and different challenges on a consistent basis. Quickly gets up to speed when taking on a new assignment.
<b>1</b> <b>Lower Performer</b> Not deliverng on results as expected. Does not effectively adapt to new situations.	<b>3</b> <b>Inconsistent Performer</b> Has some potential to do more but has not yet fully demonstrated it. Delivers results inconsistently. May be in wrong job of function.	<b>6</b> <b>Diamond in the Rough</b> They have the potential to perform and do great things for the organization.They have either not hed sufficient time or opportunities to demonstrate what they can do or have been inconsistent in the past.

## Grid Box Rating :

## POTENTIAL

You are asked to review the work performance of each employee under your supervision on the several aspects listed above. You will noticed that for each aspect,there are five description which differ in degree in degree.Read each description carefully then place a circle around the number on the one description of each aspect which best fits the employee concerned. The number circled will be the score for the aspect of the employee's performance. As you review the employee's work performance ,keep n mind only the position now being held and RATE ONLY PERFORMANCE DURING THE PERIODE COVERED BY THIS REVIEW ,DO NOT ALLOW PERSONAL FEELNGS TO GOVERN YOUR RATING .

In certain instances,you may want to explain your rating; 'Comments' space is provided for that purpose. Remember although you are not required to explain each rating,you are expected to be able to discuss any rating you have given to each aspect if called upon to do so.

Reference to the Job Description will help in making a realistic appraisal,based upon actual job requirements and performance. Any employee receiving less than 17 points must be shown this evaluation sheet.

PERFORMANCE OVER TIME

## Performance Review & Competency Assessment

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### Goals for the Next Review :

### Assessment of Competency : ( To be filled by the HR Department)

In additional to the above, listed below are the additional competencies which are required for an employee be rated for the proposed position, kindly refer competency matrix JIC 083 for the requirements of the proposed position.

#### **Proposed Position : #**

Competencies / Skills	Actual Status	Exceed Requirements	Met Requirements	Below Requirements
Educational Qualification				
Professional Qualification				
Work Experience				
Trainings Completed				
Dependability				
Training				

### Assessment of Skills :