

Performance Appraisal (year)

Employee

Surname	First name	Position	Location

Date of appraisal		Review period	from	to
-------------------	--	---------------	------	----

Rating

1	2	3	4	5
Unsatisfactory	Needs improvement	Satisfactory	Fully meets expectations	Exceeds expectations

Main responsibilities

What are major areas of responsibility held by the employee?

Competencies

What knowledge, experience and capabilities are necessary and should be particularly strong to fulfill the areas of responsibility?

Overview of the past year

1. Employee's feedback on the past year

General questions	Supervisor's comment
1) Has the past year been good / satisfactory / bad for you and why?	
2) What do you like and dislike about working for Sahyog?	
3) What elements of your job interest you the most, and least?	
4) What do you consider to be your most important achievements of the past year?	
5) What elements of your job do you find most difficult and challenging?	

2. Past goals and achievements

Goals	Employee's comment on achievements	Rating	Supervisor's comment on achievements	Rating
Overall rating	Self rating		Supervisor rating	

3. Performance evaluation

	Self comment	Rating	Supervisor's comment	Rating
Behaviors evaluation (20%)				
Adherence to Sahyog's Values				
Responsibility and Dependability				
Initiative				

Work evaluation (40%)				
Job Knowledge				
Work Quality				
Productivity and Efficiency				
Competencies evaluation (40%)				
Team Work and Cooperation				
Communication				
Problem Solving				
Leadership (for supervisory / managerial positions only)				
Overall rating	Self rating		Supervisor rating	

4. Overall evaluation (to be filled only by supervisor)

	Weight	Rating
Goals and achievements	40%	
Performance	60%	
Overall rating	100%	

Next steps for the following year

1. New goals (to be filled together with supervisor)

Goals (specific, measurable, attainable, realistic, timely)	Results / Deliverables

2. Next development

In light of your current competencies and performance, what future personal and professional growth would you like to focus on during the next year.

	Supervisor's comment
<p>1) What activities and tasks would you like to focus on during the next year and are there any other areas / activities within the organization which you would like to be more involved in?</p>	

2) What sort of training / experiences would benefit you?	
---	--

Signature of employee: _____

Date: _____

Signature of supervisor: _____

Date: _____