|  |  |
| --- | --- |
| Employees Name: | Supervisors Name: |
| Position Title: | Date of Hire: |
| Department: | Review Period: To |

**Note:** The employee rates his or her own performance, and the supervisor rates the employee’s performance, using the rating scale given at Appendix-1. The purpose of the self-evaluation is to encourage dialogue around performance outcomes and related issues. This provides the basis for discussion between the employee and supervisor about accomplishments and issues that affected performance. Following the discussion, the supervisor determines the “Final Rating” for each “Performance Factor”, considering the employee’s self- evaluation and other relevant factors. Details of Employee positions, Supervisors, and Performance Appraisal Committee are given at Appendix-2.

## Section I – RESPONSIBILITIES DISCHARGED (to be filled by the employee)

|  |  |  |
| --- | --- | --- |
| **Details of work responsibilities & duties (please write in 5-7 bullet points)** | **Extent to which responsibilities/duties are successfully discharged (Not discharged/Partially discharged/Fully discharged)** | **Bottlenecks/limitations experienced in discharging duties** |
|  |  |  |

## Section II – Assessment of Performance Factors (on Rating Scale)

| **Performance Factors (PF)** | **Applicability of PF (Applicable/Not Applicable)** | **Self-Rating** | **Supervisor Rating** |
| --- | --- | --- | --- |
| PROFICIENCY IN CURRENT ROLE:* Demonstrates knowledge of position and/or team role
* Understands how position and responsibilities fit within the organization and contribute to department results.
 |  |  |  |
| QUALITY OF WORK:Maintains standards consistently. Is consistent in achieving accuracy, neatness,thoroughness, overalleffectiveness and attentiveness to detail. |  |  |  |
| QUANTITY OF WORK:Produces expected volume of work in a timely manner. |  |  |  |
| PLANNING AND ORGANIZATION OF WORK:Establishes priorities. Anticipates and prepares for changing workload or working conditions.Coordinates and uses available resources to get work done to assure important deadlines are met. |  |  |  |
| INITIATIVE:Shows ability to work independently in context of the job.Demonstrates willingness to assumeadditional responsibility.Suggests waysto enhance work processes or operations. |  |  |  |
| INTERPERSONAL RELATIONS:Maintainspositive working relationships.Is flexible and willing to cooperate with others.Demonstrates ability to listen and understand. |  |  |  |
| VERBAL &LISTENING SKILLS:Expresses self well verbally, using language appropriate for the intended audience.Listens activelyand acknowledges understanding. |  |  |  |
| WRITING SKILLS:Presents ideas clearly in written format, using appropriate language, grammar and style. |  |  |  |
| TEAM PARTICIPATION:Proactively builds partnerships and seeks involvement with other constituencies/employees.Works cooperatively and effectively with team members.Demonstrates clear understanding of team goals and contributes to their achievement. |  |  |  |
| DISCRETION AND CONFIDENTIALITY:Knows what information or materials are sensitive and why.Demonstrates ability to maintain sensitive information in confidence, sharing only with appropriate contacts. |  |  |  |
| PUNCTUALITY AND ATTENDANCE:Arrives and is ready to begin working at scheduled time.Maintains acceptable record of attendance. |  |  |  |
| OTHER: (Specify any other critical Performance Factors here) |  |  |  |

## Employee’s Comments on Performance Factors & Rating (Any other information relevant to performance can be included):

**(Name & Signature of the Employee**

**with date)**

**Supervisor’s Comments on Performance Factors & Rating (a pen-picture of the employee to be included here):**

## Section III - DEVELOPMENT GOALS (to be filled by Supervisor)

Employee and supervisor discuss and document development goals to be achieved during the next performance cycle. These may include formal training or education courses, on-the-job training, temporary project assignments or mentoring programs. This should include an assessment of how much a priority the development goal is: (**C**) = Critical; (**M**) = Moderate; and (**VA**) = Value Added.

|  **Development Goals**  | **Priority** | **Target Dates** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**(Name & Signature of the Supervisor**

**with date)**

## Section IV – OVERALL PERFORMANCE RATING BY PREFORMANCE APPRAISAL COMMITTEE (PAC)

|  |
| --- |
| **Overall Performance Rating (PR) and Remarks by the PAC** |
|  |

|  |  |  |
| --- | --- | --- |
| **Name & Designation of PAC Members** | **Signature** | **Date** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**Appendix-1**

**RATING SCALES**

|  |
| --- |
|  **Rating Level** |
| **1 = Below Standards or Expected Results**Performance is below standards. Employee does not fully achieve assigned goals. Work assignments are not consistent in meeting quality standards or deadlines. Employee requiresclose supervision and does not consistently demonstrate the ability to perform job functions at expected level of proficiency. | **2 – 3 = Meets Expectations** Satisfactorily performs assigned activities and achieves expected outcomes. Work assignments typically are completed on time and meet all quality standards. Employee works under general or minimum supervision, with demonstrated understanding ofall job functions and expected standards. | **4 – 5 = Exceeds Expectations** Quality and quantity of work is routinely higher than expected. Performance reflects high degree of initiative, commitment to excellence and ability to anticipate and respond to needs. Employee demonstrates mastery of all jobfunctions and frequently “raises the bar” in contributing to new systems and procedures. |

**Appendix-2**

**Details of Employee positions, Supervisors and Performance Appraisal Committee for performance appraisal at EMPRI**

| **S.No** | **Employee** | **Supervisor** | **Performance Appraisal Committee (PAC)** |
| --- | --- | --- | --- |
|  | Senior Consultant | Gazetted Manager (GM) | Director, GM |
|  | Research/ Project Scientist | Fellow CC/ Senior Consultant /  | Director, Fellow CC, Senior Consultant |
|  | Research/ Project Associate | PI /Research Scientist | Fellow CC, Senior Consultant, Research Scientist |
|  | Research/ Project/Field Assistant | Research Scientist | **--------------  ″ --------------** |
|  | Training Head | GM | Director, GM, Senior Consultant |
|  | Training Associate | Training Head | GM, Senior Consultant, Training Head |
|  | Training Assistant | Training Head | **--------------  ″ --------------** |
|  | Lab Chemist | Director/Senior Consultant | Director. GM, Senior Consultant |
|  | Lab Technician | Lab Chemist | GM, Senior Consultant, Lab Chemist |
|  | Lab Attender | Lab Chemist | **--------------  ″ --------------** |
|  | Sr. Accounts Manager | GM | Director, GM |
|  | Manager Admin | GM | Director, GM, Senior Consultant |
|  | Chief Data Information Officer  | GM | **--------------  ″ --------------** |
|  | Accounts Associate | Sr. Accounts Manager | **--------------  ″ --------------** |
|  | Accounts Assistant | Sr. Accounts Manager | **--------------  ″ --------------** |
|  | Office Assistant | Manager Admin | **--------------  ″ --------------** |
|  | Computer Operator  | Manager Admin | **--------------  ″ --------------** |
|  | Librarian | Senior Consultant | **--------------  ″ --------------** |
|  | EIACP Program Officer | Senior Consultant | **--------------  ″ --------------** |
|  | EIACP Information Officer | Senior Consultant | **--------------  ″ --------------** |
|  | EIACP IT Officer | Senior Consultant | **--------------  ″ --------------** |
|  | EIACP DEO/ Para taxonomist | Senior Consultant | **--------------  ″ --------------** |
|  | GIS Assistant | Senior Consultant | **--------------  ″ --------------** |
|  | SLCP Scientist  | Fellow CC | Director, Fellow CC, Senior Consultant |
|  | SLCP Project Associate – I  | Fellow CC | Director, Fellow CC, Senior Consultant |