

Employee Details			
Name	Designation	Employee ID	Team

Details about the review			
Manager's Name	Employee ID	Date	Date last reviewed

Performance Parameter	Target	Weight	Achieved
<b>Objectives</b>	Mention various targets you had set	Total - 100% Add weightage to each objective	Give a percentage of progress with respect to each objective
<b>First Half - 2020</b>			
<b>Second Half - 2020</b>			

Self Assessment	Evaluate your own performance in terms of results achieved, teamwork and professional growth
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Performance competencies	
Planning	
Problem solving	
Managing change	
Innovation	
Achieving results	
Teamwork	
Technical skills	
Interpersonal communication	
Flexibility	
Contributing ideas	
Progress made in professional development	
Focus	
Trainings received	
Trainings required	
Application of knowledge gained	
Achievements	

Manager's Assessment	Evaluate the employee's performance in terms of results achieved, teamwork and professional growth
Performance competencies	
Teamwork	
Progress made in professional development	
Job Knowledge	
Problem solving skills	
Productivity	
Communication Skills	
Leadership qualities	
<b>Overall Performance Grade</b>	(Exceeding Expectations, Good, Average, Can do better)