



Nirapod Agro Care

219 Sherkhali, Shahzadpur, Sirajganj

Employee Performance Appraisal

Grade	Junior Level	Middle Level	Senior Level
Outstanding	85-100	88-100	90-100
Very Excellent	75-84	82-87	87-89
Excellent	70-74	75-81	84-86
Very Good	65-69	70-74	80-83
Good	60-64	65-69	75-79
Pass	50-59	55-64	70-74

Employee Name: _____

Date: _____

Position: _____

Department: _____

PIN: _____

Period: From _____ to _____

Supervisor's Name: _____

Joining Date: _____

Pass Marks: Junior Level (Before Executive) = 50, Mid Level (Before Manager) =50, Senior Level (From Manager) =70

Full Marks: 100

Min Marks 0, Max Marks 5

Supervisor

HRD

MD

Chairman

A. Professional Attitude: 25

Question	Marks	Supervisor	HRD	MD	Chairman
1. With junior colleagues.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. With colleagues.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. With senior colleagues.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. With management.	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. With customers.	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Dress.	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Fellow employee friction.	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Personality.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Professional Commitment: 15

Question	Marks	Supervisor	HRD	MD	Chairman
1. Report on time.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Attend on time.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Work on time.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Company policies and procedures.	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Attendance.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Working Capacity: 30

Question	Marks	Supervisor	HRD	MD	Chairman
1. Ability to learn.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Willingness to learn.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Job knowledge.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Technical skills.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Quantity of works.	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Quality/accuracy of works.	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Work independently.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Self initiative.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Decision making.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Hard labor.	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. Problem Solution Capacity: 10

Question	Marks	Supervisor	HRD	MD	Chairman
1. Handles stressful situations.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Handles customers.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Over phone problem solution.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Accepts constructive criticism.	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. Management: 20

Question	Marks	Supervisor	HRD	MD	Chairman
1. Chairman.	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Managing Director.	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Human Resource Department.	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average Marks: _____

Total Marks: _____

+

+

+

=

Human Resource Department (Overall Rating)

Outstanding/Very Excellent/Excellent/Very Good/Good/Pass/Fail and Regular/Increment/Promotion/Hold/Dismiss

Employee

Supervisor

Human Resource

Managing Director

Chairman