**PERFORMANCE EVALUATION FORM**

**(ITS MANDATORY TO FILL ALL POINTS)**

| **EMPLOYEE**  **NAME** | ronak khanvilkar | **CURRENT**  **DESIGNATION** | designer |
| --- | --- | --- | --- |
| **JOB**  **TITLE** | designer | **DATE OF**  **JOINING** | 15-03-2021 |
| **LAST**  **EVALUATION DATE** | 06-01-2021 | **CURRENT EVALUATION DATE** | **0**1-01-2022 |
| **EXPECTED**  **MONTHLY CTC:** | 30,000 | **CURRENT**  **MONTHLY CTC:** | 18,200 |

| **PROJECTS WORKED ON** | **PERFORMANCE RATE (OUT OF 10)** | **STARTING/ COMPLETION DATE** | **TOTAL HOURS TAKEN** | **TOTAL NO. OF DAYS DELAYED** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **PROJECT 1 (**Doctor Booking**)** | 10 | 13-05-2021- |  |  |  |
|  |  |  |  |  |  |
| **PROJECT 2**  **(**JE Home**)** | 10 | 16-01-2023 | 39 HOURS |  |  |
|  |  |  |  |  |  |
| **PROJECT 3**  **(**fix and go**)** | 10 | 28-12-2022 | 76 HOURS |  |  |
|  |  |  |  |  |  |
| **PROJECT 4 (**LVC**)** | 6 | 20-12-2022 | 23 HOURS |  |  |
|  |  |  |  |  |  |
| **PROJECT 5 (**Affiliate Sports Betting**)** | 10 | 29-11-2022 |  |  |  |
|  |  |  |  |  |  |
| **PROJECT 6 (**Nomi DDS(Russell and wesley nomi)**)** | 8 |  |  |  |  |
|  |  |  |  |  |  |
| **PROJECT 7 (**Dr.Robert - WP**)** | 8 | 28-10-2022 |  |  |  |
|  |  |  |  |  |  |
| **PROJECT 8 (**Ga-health**)** | 10 | 03-08-2022 |  |  |  |
|  |  |  |  |  |  |
| **PROJECT 9 (**Mysuccess Reventiq**)** | 6 |  |  |  |  |
|  |  |  |  |  |  |

**PLEASE WRITE DOWN THE REMARKS FOR ABOVE GIVEN RATINGS.**

**1)** Doctor Booking **:-** Got maximum opportunities**.**

**2)**Mysuccess :- Learned jquery and try to compleating design.

| **PROJECT NAME** | **EXTRA EFFORTS & WORK DONE( APART FROM OFFICIAL TIMINGS)** |
| --- | --- |
| Doctor Booking | Learned jquery and compleating the project |
| Mysuccess |  |
|  |  |
|  |  |

**YOUR NEGATIVE TRAITS? (I.E. COMMUNICATION, FLEXIBILITY ETC.) (NEED 5 POINTS FROM YOUR SIDE)**

Average Communication skill , introvert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR POSITIVE TRAITS? (I.E. GOOD LEADERSHIP QUALITY, FLEXIBILITY ETC.) (NEED 5 POINTS FROM YOUR SIDE)**

Honest, Determined, Thoughtfull, strong, Friendly, Open Minded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE MENTION THE GOALS YOU ACHIEVED PREVIOUS YEAR?**

Gained a new skill, working on a large scale project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEXT YEAR GOALS (PLEASE MENTION):**

Professional development, PSD ,XD, Master a new tool \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEEDBACK ABOUT COMPANY:**

It makes me feel good to know i work for a company with integrity that is willing to do something good for their employee instead of doing nothing. this is a great company to work for.. Salary on time.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **FILLED BY HR ONLY:**  **A) ATTENDANCE:**  1. POOR\_\_\_\_\_\_ 2. AVERAGE:\_\_\_\_\_\_ 3. GOOD\_\_\_\_  **B) ON TIME TO OFFICE:**  1. NEVER\_\_\_\_\_ 2. VERY OFTEN\_\_\_\_\_\_ 3. ALWAYS ON TIME\_**\_\_\_\_**  **C) TIME TRACKER FILLED ON TIME.**  1. NEVER \_\_\_\_ 2. ALWAYS\_\_\_\_\_\_\_ 3. AFTER CONTINUOUS REMINDERS\_\_\_\_\_  **D) ATTITUDE TOWARD COMPANY CULTURE(CLEANLINESS, MAINTENANCE OF COMPANY ASSETS, COOPERATION WITH COMPANY RULES)**  1. POOR\_\_\_ 2. AVERAGE\_\_\_\_\_ 3.ON PAR\_\_\_\_\_4. EXCELLENT\_\_\_\_\_  **E) OVERALL RATING BY HR ON THE SCALE OF 10…(1-3=BELOW AVERAGE) (4-6=AVERAGE) (7-8=GOOD) (9-10=EXCELLENT)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**EMPLOYEE SIGNATURE: Ronak khanvilkar DATE: \_\_02-02-2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVALUATION PERFORMED BY: \_Ronak khanvilkar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**