

APPRAISAL FORM DEVELOP



Texpert's India Pvt. Ltd Annual Performance Appraisal – 2016-2017

Name of Appraiser	Md. Monzur Al Hassan	Department	IMS Division
Designation	Technical Merchandiser	Location	Bangladesh
Joining Date	1 st Feb'2014	Birth Date	05 th June'1966
Qualification	Graduate	Name of Appraiser	Suman Chakarvorty
Employee Code	BN0020	Appraisal Date	10 th March'17

Please fill the approved KRA sheet for 16-17

FEE (5) : Far Exceeds Expectation: The result is exceptionally higher than expectations

EE (4) : Exceeds Expectation: The result is higher than expectations

ME (3) : Meets Expectation: The result is on target.

BE (2) : Below Expectation: Expectations were achieved to some degree but the final result is below target

DE (1) : Does not meet Expectation: The result is significantly lower than expectations or there are no results.

Annual Assessment (2016-17)						
Sr. No.	KRA's	Measures	Weightage %	Appraise Rating	Appraiser Rating (RO)	Reviewer Rating (HO)
1	Ensure decent Technical Merchandising & Quality: Develop and manage the merchandising sheet, quality checklist and planning, including monitoring sample & production periodical basis for accuracy and appropriateness. Timely report to team leader and promptly taking corrective action as required.	Customer's satisfaction expose our improvement, which demonstrate - performance competency, problem solving efficiency and critical analysis capacity to make decision to meet ultimate goal. Productions are completed on time and with PO quantity & costing.	25	4	4	
2	Technical Advice and Fundamental knowledge gain: Provide professional advice to production related staff/ individual/colleagues, factory technical persons and trims sourcing agent. Preparing TNA for smooth production and cost minimize. As well as increasing personal knowledge base on upgraded version.	Fabric & accessories quality checking, Pattern pre-checking, Translating complex technical terms in customer's comments, Assist designer/ pattern maker to avoid complexity. Testing and verifying first develop sample before final-proto to avoid suffering.	20	4	3	
3	Team Work: Open discussion meeting conducive to teamwork by fostering team problem-solving and decision –making process. Create an environment	Subjective comments are noted and majority's approval is selected to solve the problems. Fabric and accessories getting in-house on time.	15	4	4	

	to establishing effective feedback systems and evaluation.	Meeting Production plane and pattern is ensuring measurements.				
4	Quality Improvement: Continuous learning and applying in quality improving process & systems is regular practice. It reduces wastage & lead time and increase productivity & archive first-time quality.	Mitigate quality fault in accordance with plans and not repeating. Customer's new PO ensuring our practices continuously improving quality in accordance with principle. Experts are feeling confidence and ensuring implementation of appropriate reporting of noticeable occurrences and incidents.	20	4	3	
5	Communication and Record keeping: Development of good communication and working relationships with staff/ individual/colleagues and factories individual by: a. Maintaining free line communication on all perspective matter rose between staff/ individual/colleagues and factories individual. b. Pay attention and attending in raise issue to urgent solve. c. Maintaining face to face interactions with individual to reduce mistake. Maintain full documentation of work from beginning to shipment to ensuring and mitigate customer's claim. Relay daily status of production to the respective persons to reduce errors.	Receiving the ultimate feedback or approval indication from customer without claim. No claim arises due to appropriate documents to take quick & accurate decisions. All customer service standards met.	20	4	4	
Overall Rating			100%	20	18	
Rating Scale	5	4	3	2	1	
	Outstanding	Above Expectations	Meets Expectations	Needs Improvement	Poor or Unsatisfactory	

Training & Development program attended in last one year:
(Mention topic, duration & faculty of the program)

N/A

Competency Building Form

Key Competence Areas:

Rating scale: 1 to 5)

Sl. No.	Attributes	Self-Rating	Supervisor's Rating
1.	Domain Knowledge (Possess functional Knowledge, understanding of "global" business environment and strategic perspective of textile industry. Keeps updated with the latest trends in the sector and its implications).	4	4
2.	System Orientation (Deep understanding of systems and policies. Ability to develop and implement appropriate systems).	3	3
3.	Drive for Achievement (Passionate about delivering results. Strives for excellence on appropriate performance parameters. Demonstrates excellent execution. Has a 'make it happen' attitude).	4	4
4.	Entrepreneurship and Business Acumen (Leverages business opportunities and converts into value propositions with an understanding of risks).	2	2
5.	Analytical and Problem Solving (Ability to analyse issues, generate alternative and solve problems).	4	5
6.	Interpersonal and Team Working Skills (Ability to build professional relationships. A responsible team member. Resolves and manages conflicts effectively).	4	4
7.	Communication Skills (Communicate effectively in both verbal and written forms. communication).	4	4
8.	Leadership Skills (Leads from the front and gets the best out of people. Lives "Values". Is able to harness individual potential and channelize synergy. Is a force for change? Demonstrate resilience).	4	4
9.	Creativity and Innovation (Thinks "out of the box" and finds novel approaches. Creates an environment to nurture and foster creativity in team / workplace. Demonstrates adaptability. Proactive learner).	3	5
10	Customer Orientation (Builds long term and sustainable relationships with customers by proactively anticipating and exceeding expectations).	3	4

Appraisal Summary :

(Summary of discussions between Appraiser & Appraisee including comments of the Appraisee, if any)

When we hire service-centric staff, we comment that we can train them about work knowledge, but not attitude training. Having the right attitude towards a job, dealing with buyers, co-workers and managers is an important part of "fitness" for its role. His acting has revealed itself in adverse circumstances. So, we are recommending for his best through training and promotion to contribute to his best performance for company.

Appraisee's wishes on career development:

I always try my best to keep a positive attitude towards my work and my colleagues. I try very hard to maintain positive energy, always keep my managers and colleagues informed about the progress of my work. I like to take part in professional training to gain up-to-date knowledge, take on my daily tasks and challenge myself to see and improve the flaws. I have considered each issue from a new perspective.

Appraiser's response to Appraisee's wishes :

I congratulate and encourage my team to inspire them to improve their skills. He is one of those people who have the potential to develop a career, no matter how challenging it may be at times. I wish him well.

Training Requirements (if any): **Yes**

Monzur Al Hassan

Appraisee

15.03.2017

Date

Suman Chakarvorty

Appraiser

KEY RESULT AREAS

Actions Plans/ Goals set for next review period

(Summarize performance objectives, goals for the next review period after discussion with Appraisee. Maximum of 5 KRAs for the employee should be identified and finalized. KRAs must be SMART (Specific, Measurable, Achievable, Relevant and Time bound.)

MAJOR KRA's - Define next year KRA's of your position in approximate order of importance (To be filled up by Appraisee)		
List Down the KRA's		Weightage in %
1	Ensure decent Technical Merchandising & Quality	25
2	Technical Advice and Fundamental knowledge gain	20
3	Team Work	15
4	Quality Improvement	20
5	Communication and Record keeping	20
6		
7		

What were your short term goals (up to 6 months) and long term goals (up to 1 year 2017-18)?

a.

Short Terms Goals: - *Can't Predict*

Long Term Goals: - *Can't Predict*

Confidential – To be filled by Appraiser only

Comment briefly on the general work performance and personal qualities such as conceptual skills, analytical ability, leadership, innovative bent of mind, development of people, concern for achievement, participation in / contribution to team efforts [with example(s) where appropriate].

Concerns for improvement:

(To be filled by the Appraiser in consultation with Department Head wherever applicable)

Recommended Performance Category (Please tick (✓) wherever applicable):

Scale	Rating System	Scale Selected
1	Significantly Below Average	
2	Below Average	
3	Average	
4	Above Average	✓
5	Outstanding	

Potential:

1. Whether identified as a high potential employee.

Yes

✓

No

2. Can move to next grade:

Immediat

✓

1-2 Years

3-5 Years

Date : 15.03.2017

Suman Chakarvorty

Appraiser

Date : 15.03.2017

Riad Monzur

Head - HR

Date : 15.03.2017

Suman Chakarvorty

Department Head/Functional Head



Please note; don't need Signature.