**KRA Setting & Performance Evaluation - Period of Appraisal 2023-24**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | |  | | **Employee No.** | |  | **Grade** | |  | | |
| **Title** | | Junior Software Developer | | **Location** | | **TechneAi** | **Dept.** | | **Information Technology & System** | | |
| ***Sr. No.*** | ***Key Result Areas*** | | ***Tasks to Satisfy the Requirement*** | ***Weightage for KRA (out of 10)*** | ***Agreed Measure (Deadline, % completion, % achievement, Order value, etc.)*** | | ***Mid-Year Rating*** | | | ***Full-Year Rating*** | |
| ***Self*** | ***Appraiser*** | | ***Self*** | ***Appraiser*** |
| ***1*** |  | | ***Pending Ticket*** | 4 | ***Q1 -***  ***<60 days – 4 marks***  ***61-75 days – 2 marks***  ***76-90 days – 1 marks***  ***Q3 -***  ***< 45 days – 4 marks***  ***46-60 days – 2 marks***  ***61-90 days – 1 marks*** | |  |  | |  |  |
| ***2*** |  | | ***Avg Solution Days*** | 2.5 | ***Q1 - Same as Point One***  ***Q3 -***  ***< 60 days – 2.5 marks***  ***61-90 days – 1.5 marks***  ***91-120 days – 1 mark*** | |  |  | |  |  |
| ***3*** |  | | ***Tickets solved after Excepted date*** | 1 | ***0 tickets - 1*** | |  |  | |  |  |
| **4** |  | | **Code commenting** | 1 | **Code commenting, and review before deployment.** | |  |  | |  |  |
| ***5*** |  | | ***Behaviour and Sincerity*** | 1.5 | ***Good communication with Internal and External department User - 0.5 Marks***  ***Regular attendance take leave with permission - 1 Marks*** | |  |  | |  |  |
|  |  | | ***Total*** | 10 |  | |  |  | |  |  |

**Specific Feedback & Remarks**

**Appraisee’s Signature: Appraiser’s Signature:**