

Employee Performance Evaluation

Employee Information :

Employee Name	Rema C.G	Hire Date	01/04/2019
Employee Code	SKK - 07	Reviewer Name	Dr Tarun Gupta
Position Held	Receptionist	Date of Review	30/3/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential			✓	
Quality of Work			✓	
Work Consistency			✓	
Communication			✓	
Takes Initiative				✓
Productivity			✓	
Creativity		✓		
Honesty				✓
Dependability			✓	
Coworker Relations				✓
Client Relations				✓
Technical Skills			✓	
Attendance			✓	
Punctuality				✓
Trainings attended				✓

COMMENTS :

Good work, should work to your potential

Employee Performance Evaluation

Employee Information :

Employee Name	Satyam Bhan	Hire Date	05/04/2018
Employee Code	SKK-03	Reviewer Name	Dr. Tarun Gupta
Position Held	House Keeping	Date of Review	30/3/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential				✓
Quality of Work				✓
Work Consistency				✓
Communication			✓	
Takes Initiative			✓	
Productivity				✓
Creativity			✓	
Honesty				✓
Dependability				✓
Coworker Relations				✓
Client Relations			✓	
Technical Skills			✓	
Attendance			✓	
Punctuality				✓
Trainings attended				✓

COMMENTS :

Good work keep it work

Employee Performance Evaluation

Employee Information :

Employee Name	Tarun Kr Saha	Hire Date	15/4/19
Employee Code	06	Reviewer Name	Dr Tarun Gupta
Position Held	Pharmacist/ Therapist	Date of Review	30/03/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential			✓	
Quality of Work			✓	
Work Consistency			✓	
Communication			✓	
Takes Initiative			✓	
Productivity				✓
Creativity			✓	
Honesty			✓	
Dependability			✓	
Coworker Relations		✓		
Client Relations			✓	
Technical Skills				✓
Attendance				✓
Punctuality			✓	
Trainings attended				✓

COMMENTS : Need to be more focused

Employee Performance Evaluation

Employee Information :

Employee Name	Mawat Devi	Hire Date	20/7/2018
Employee Code	SKK-09	Reviewer Name	Dr. Tarun Gupta
Position Held	Sweeper	Date of Review	30/03/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential		✓		
Quality of Work			✓	
Work Consistency			✓	
Communication		✓		
Takes Initiative		✓		
Productivity			✓	
Creativity			✓	
Honesty				✓
Dependability			✓	
Coworker Relations				✓
Client Relations			✓	
Technical Skills			✓	
Attendance				✓
Punctuality				✓
Trainings attended			✓	

COMMENTS :

Needs to be more consistent in work

Employee Performance Evaluation

Employee Information :

Employee Name	Sandhya Kumari	Hire Date	17/5/19
Employee Code	SKK-05	Reviewer Name	Dr. Tarun Gupta
Position Held	Therapist	Date of Review	30/03/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential				✓
Quality of Work				✓
Work Consistency				✓
Communication				✓
Takes Initiative			✓	
Productivity				✓
Creativity			✓	
Honesty				✓
Dependability				✓
Coworker Relations			✓	
Client Relations				✓
Technical Skills				✓
Attendance				✓
Punctuality				✓
Trainings attended				✓

COMMENTS :

Good work,

Employee Performance Evaluation

Employee Information :

Employee Name	Rahul T. N	Hire Date	01/12/2018
Employee Code	SKK-04	Reviewer Name	Dr. Tarun Gupta
Position Held	Therapist	Date of Review	30/03/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential			✓	
Quality of Work			✓	
Work Consistency			✓	
Communication		✓		
Takes Initiative				✓
Productivity				✓
Creativity				✓
Honesty				✓
Dependability			✓	
Coworker Relations		✓		
Client Relations			✓	
Technical Skills			✓	
Attendance			✓	
Punctuality			✓	
Trainings attended				✓

COMMENTS :

To develop more communication skills & Co-workers Relations.

Employee Performance Evaluation

Employee Information :

Employee Name	Shalini	Hire Date	01/08/2020
Employee Code	SHK-08	Reviewer Name	Dr. Tarun Gupta
Position Held	Therapist	Date of Review	30/03/2021

Evaluation scoring:

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Works to Full Potential				✓
Quality of Work				✓
Work Consistency				✓
Communication			✓	
Takes Initiative				✓
Productivity				✓
Creativity			✓	
Honesty				✓
Dependability				✓
Coworker Relations				✓
Client Relations				✓
Technical Skills				✓
Attendance				✓
Punctuality				✓
Trainings attended				✓

COMMENTS :

Good work, keep it up