

**Chattary Ajwan Infotech Private Ltd.**  
**Paired Appraisal Question List For Employee Code 1**

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**Employee Code & Name : 1 AKASH AGARWAL**

**1 JOB KNOWLEDGE**

- 1 Major phases of job understood**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 2 Work methods used were effective & efficient**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 3 Required skills to perform the job were strong**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 4 Work was presentable & accurate**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 5 Work Station was always organized for efficiency**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 6 Employee has knowledge of the use & operation of machines**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations

**2 WORK CHARACTERISTICS**

- 7 Willingly accepts a variety of responsibilities**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 8 Adapts to new situations in a positive manner**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations
- 9 Displays openness to learning and applying new skills**
- 1 Urgent Improvement Required
  - 2 Needs Improvement
  - 3 Meets Expectations
  - 4 Exceeds Expectations

**Chattary Ajwan Infotech Private Ltd.****Paired Appraisal Question List For Employee Code 1****10 Works well with others to achieve organization's goals**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**11 Is resourceful & seeks work process improvements**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**12 Accepted new ideas readily**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**13 Was flexible in making change**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**14 Dealt with stress in a positive manner**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**15 Positive feelings about work were presented to others**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**16 Shares information with others when appropriate**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**17 Exhibits ability to evaluate facts before taking action**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**3 DEPENDABILITY****18 Minimum Supervision was required to complete work**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**19 Supervisor's instructions were followed**

- 1 Urgent Improvement Required

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- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**20 Performs work according to current guidelines & directives**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**21 Responds to supervisor's needs within agreed time frames**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**22 Models ethical workplace behavior**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**4 PERSONAL APPEARANCE**

**23 Employee was well groomed**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**24 Employee dressed appropriately for work**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**25 Maintains personal appearance appropriate to job**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**5 WORKING RELATIONS**

**26 Communicated with co-workers effectively**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**27 Addresses conflicts and problems with patience and tact**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**28 Listening skills were effective**

- 1 Urgent Improvement Required
- 2 Needs Improvement

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- 3 Meets Expectations
- 4 Exceeds Expectations

**29 Willing to help co-workers**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**30 Is a positive team member**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**31 Accepted constructive criticism & suggestions of supervisor**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**6 QUANTITY OF WORK**

**32 Work output matches the expectations established**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**33 Employee completes all assigned assignments**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**34 Employee made effective use of time**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**35 Employee consistently meets deadlines**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**7 QUALITY OF WORK**

**36 Work results satisfy organization's goals**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**37 Work is organized and presented professionally**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations

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4 Exceeds Expectations

**38 Work product is thorough and complete**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**8 ATTENDANCE**

**39 Attendance was satisfactory**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**40 Reported to work on time**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**41 Breaks / Short leaves taken didn't affect work schedule**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**42 Leaves work on time**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**9 WORK ENVIRONMENT**

**43 Maintains a safe and healthy workplace**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**44 Builds a team that reflects high morale, and group identity**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**45 Safe working procedures were followed**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**46 Employee corrected or notified about potential hazards**

- 1 Urgent Improvement Required
- 2 Needs Improvement
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**10 LEADERSHIP SKILLS**

**47 Showed an ability to motivate co-workers**

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- 4 Exceeds Expectations

**48 Showed an ability to make critical decisions - once needed**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**49 Employee was intersed in self development**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations

**50 Seeks new opportunitites in work methods**

- 1 Urgent Improvement Required
- 2 Needs Improvement
- 3 Meets Expectations
- 4 Exceeds Expectations