

File No. _____

CONFIDENTIAL

PESHAWAR ELECTRIC SUPPLY COMPANY



**PERFORMANCE APPRAISAL FORM
(PAR)**

NAME OF OFFICER: _____

FATHER NAME: _____

DESIGNATION: _____

CNIC: _____

ERP No: _____

Signature



Peshawar Electric Supply Company

Performance Appraisal Form - (For Officers)

For the period 202, till 202

Appraisee's Name / Employee ID:		Designation / Pay Scale:	
Department		Qualification:	
Date of Birth:		Total post qualification experience:	
Initial DOJ:		Serving in Present Post since:	
Appraiser's Name		Designation	
Second level Appraiser's Name		Designation	

Performance rating / Potential Assessment for the last 4 years:-

Year	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
Performance Appraisal				
Potential Assessment				

Employment History:

Designation / Department	Location	Period			
		From (mm/yy)	To	Year(s)	Months
1.					
2.					

Training History:

Program Details	Training Institute	From (dd/mm/yy)	To (dd/mm/yy)

A. Key Result Areas/Job Objectives

(To be granted by 1st appraiser)

Please list the most important KRA's only. The total number of KRA's should not exceed 5. Grade 1 to 5 (Excellent 5, Very Good 4, Good 3, Satisfactory 2, Unsatisfactory 1)

S#	Key Result Areas	Key Result Areas, if different from last year performance appraisal	Achievement against Key Result Areas	Grading by appraiser against each KRA on the basis of % age achieved	Explanation for the grading assigned
1.					
2					

For example

KRA-1

Safety

Note:

(An employee will not be graded more than satisfactory in case safety violations or accidents are alleged against him)

(An employee against whom safety violations are proved after inquiry, shall be graded as unsatisfactory and in that case no grading shall be made in any category)

3					
4					
5					
		Total: (Total of Appraiser's grading/5)			

Total weightage of KRA's is 70%=score of KRA/(5)x0.70=

Note: The dividable number (5) will accordingly be adjusted to the number of KRA's Identi

B. Skills Review (Grade 1 to 5)

(To be Graded by 1st appraiser)

(Excellent 5, Very Good 4, Good 3, Satisfactory 2, Unsatisfactory 1)

S #	General Skills	Grading by appraiser	Justification against each grading
1.	<p>Communication Skills</p> <ul style="list-style-type: none"> • <i>Effectively expresses himself</i> • <i>Written and oral message is clear concise and easily understood by others</i> • <i>Listen carefully and patiently</i> • <i>Good Interpersonal skills</i> 		
2.	<p>Quality and Timely Decision Making</p> <ul style="list-style-type: none"> • <i>Ability to logically analyze the issues</i> • <i>Makes correct and logical decisions in an effective and efficient manner</i> • <i>Stakeholder management</i> • <i>Can take Practical and implementable decisions</i> 		
3.	<p>Problem Solving</p> <ul style="list-style-type: none"> • <i>Identifies problems</i> • <i>Secure necessary information and makes recommendations</i> • <i>Comes up with practical solutions</i> 		
4.	<p>Planning & Organizing</p> <ul style="list-style-type: none"> • <i>Time Management</i> • <i>Utilizes available resources appropriately</i> • <i>Multi-tasking</i> 		
5.	<p>Results Oriented</p> <ul style="list-style-type: none"> • <i>Focus on the end results</i> • <i>Make concerted effort to achieveth desired output</i> 		
6.	<p>Function and Technical Skills</p> <ul style="list-style-type: none"> • <i>Sound understanding of functional knowledge, laws, rules, regulations</i> • <i>Procedures and Policies related to field of work</i> • <i>Possesses adequate functional skills</i> 		

7.	Building Effective Teams <ul style="list-style-type: none"> • <i>Works well with other team members</i> • <i>Projects a Positive work attitude</i> • <i>Shows trust in team's abilities</i> • <i>Gives constructive feedback</i> 		
8.	People management <ul style="list-style-type: none"> • <i>Delegates work, motivates subordinates and follow-up efficiently</i> • <i>Fairly assesses his team</i> • <i>Ensures capacity building of team</i> • <i>Appreciates constructive advice</i> 		
9.	Change Management <ul style="list-style-type: none"> • <i>Question status quo</i> • <i>Listens and is open to discussions and disagreements</i> • <i>Open to new Ideas</i> • <i>Support/takes initiatives</i> 		
10.	Dependability & Reliability <ul style="list-style-type: none"> • <i>Is Punctual and disciplined</i> • <i>Takes ownership</i> • <i>Strictly meets deadlines</i> • <i>Vigilant & responsive</i> • <i>Follows up on commitments</i> 		
Total: (Appraiser's score/10)			

Review Date: _____

Total Weightage of Competencies is 30%= Total Score of Skills/competencies/10x 0.30=_____

C. Summary of Grading:

- **Grading on KRA's (A):** _____
- **Grading on skills review (B):** _____
- **Final grading [70% (Part A) + 30% (Part B)]:** _____

E = 5, VG = 4, G = 3, S = 2, US = 1

E = Excellent, VG = Very Good, G = Good, S = Satisfactory, US = Unsatisfactory

Overall Performances Grading. (Select the relevant Performance grading that best reflects the overall performance of the individual)	<table><tr><td>E</td><td>VG</td><td>G</td><td>S</td><td>US</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	E	VG	G	S	US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	VG	G	S	US							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Potential Assessment: (Select the relevant Potential assessment on the basis of overall Performance of the individual)	<table><tr><td>HP</td><td>A</td><td>PS</td><td>NI</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	HP	A	PS	NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HP	A	PS	NI						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

High Potential = (HP)

Asset = (A)

Proving Stage = (PS)

Needs Improvement = (NI)

To be discussed and simultaneously signed in the presence of Appraisee (Employee), Appraiser (Departmental Head) and Second Appraiser (Head of Department/BOD):

D. Overall Comments

<p>APPRAISER'S COMMENTS (to be completed on the basic of the following)</p> <ol style="list-style-type: none">1. List the officer's Strengths as determined on the basic of performance assessment.2. List the areas in which appraisee needs improvement and development. Indicate the steps taken or future plans for improvement such as training, job rotation, etc.3. Preference about career path.
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APPRAISEE'S FEEDBACK FOLLOWING THE REVIEW. (Please sign the selected box)	
Agreed	<input style="width: 150px; height: 30px;" type="checkbox"/>
Partially agreed (extent of disagreements)	<input style="width: 150px; height: 30px;" type="checkbox"/>
Wholly Disagreed	<input style="width: 150px; height: 30px;" type="checkbox"/>

COMMENTS BY SECOND APPRAISER

TRAINING NEED ANALYSIS

Signatures:

First Line Appraiser

Appraisee

Second Appraiser

E. Targets for Next Year.

Please reproduce the targets already decided with the Departmental Head and forwarded to HR:

S#	Targets for Next Year	Deadline for Completion
1.		
2.		

GENERAL INSTRUCTIONS/GUIDELINES FOR FILLING FORM

a. Grading is to be given as per following criteria:

Grading	Grading Points	Description
Excellent (E)	5	The employee who excels in all aspects of their work. This implies that major value addition has been exhibited in achieving KRA's i, e. quality improvement have been suggested either in processed, systems, laws etc. and the skill set is exceptional.
Very Good (VG)	4	The employee who excels in most aspects of their work. This implies that some value addition has been exhibited in achieving KRA's i, e. quality improvement have been suggested either in processes, systems, laws etc, and the skill set exceeds expectation.
Good (G)	3	The employee who is competent and produces quality output. This implies that all KRA's have been achieved and the skill level is above average.
Satisfactory (S)	2	The employee who meets average standards as to most job requirements but is deficient in the execution of certain parts of the job. This implies that major KRA's have been achieved. The skills are average and require improvement.
Unsatisfactory (US)	1	The employee whose works is unsatisfactory. This implies that major KRA's have not been achieved and the skills require major improvement.