

PERFORMANCE REVIEW AGREEMENT FORM

This Performance Review Agreement ("Agreement") is made on this ____ day of _____, 20____, by and between DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES ("Employer") and _____ ("Employee").

Purpose

The purpose of this Agreement is to outline the criteria for evaluating the Employee's performance based on timeliness, accuracy, professionalism, and adherence to institutional guidelines.

Performance Review Criteria

1. **Timeliness**:

- a. Meeting deadlines for assigned tasks and projects.
- b. Consistently arriving on time and adhering to work schedules.

2. **Accuracy**:

- a. Ensuring precision in data entry, reporting, and other work outputs.
- b. Minimizing errors and implementing corrective actions as required.

3. **Adherence to Guidelines**:

- a. Following organizational policies and procedures.
- b. Maintaining confidentiality and professional conduct.

4. **Professionalism**:

- a. Demonstrating effective communication skills.
- b. Collaborating positively with colleagues and supervisors.
- c. Maintaining a respectful and ethical approach to all tasks.

Review Process

1. Performance reviews will be conducted quarterly/bi-annually/annually (specify).
2. Supervisors will assess the Employee's performance based on the criteria outlined above.
3. Feedback will be shared with the Employee to identify strengths and areas for improvement.
4. Based on the review, decisions regarding promotions, salary increments, or corrective measures will be made.

Employee Acknowledgment

I, the undersigned Employee, acknowledge that I have read and understood this Agreement. I agree to the evaluation process and criteria as stated above.

Employee Signature

Employer Signature

Date: _____

Date: _____