PERFORMANCE RATING SHEET					
PERFORMANCE FACTORS (CRITERIA and WEIGHTAGE				ACHIEVEMENT	RATING
A. Production Efficiency (35%)	(click to set target efficiency	<mark>v) -</mark>		31.00	2
B. Work Quality (35%)	(click to set target quality)			99.72	4
C. Expectations: As per Innodata's Competency Framework (competency Competency Framework) (competency Evel Competency Framework) (competency Evel Competency Framework) (competency Evel Evel Evel Evel Evel Evel Evel Evel			Equivalent %age Weight 2% 2% 2% 2% 2% 2%	Rating (Scale of 1-5) 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	
C. Expectations : As per Innodata's Competency Framework (20%)				12%	3
Attendance and Punctuality Step 1. Immediate Supervisor reviews attendance records Frovide rating after mapping against description Step 2. Provide rating after mapping against description Step 3. Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating Enter the score in the corresponding box to get the achievement rating in Incurred approved leaves within entitled leave credits for the year with the exception of sick leaves as long as covered with a duly-signed medical certificate from the attending physician; NO absences, lates, undertime Enter the score in the corresponding box to get the achievement achievement achievement the exception of sick leaves as long as covered with a duly-signed medical certificate from the attending physician; NO absences, lates, undertime Enter the score in the corresponding box to get the achievement achievement achievement achievement the exception of sick leaves as long as covered with a duly-si					
Manager's Comments: Continue to develop skills in ensuring thoroughness of work APPROVALS O Appraiser Name 2/12/201: Appraiser Signature Date	<u>в</u>	Employee's Statement (Optional—Additional s Comments box UPTA or Name 2/12/2018 or Signature Date	ACKNOWLI IMEE ROS Employee	EDGEMENT E ESTREMOS	2/12/2018 Date