



### PERFORMANCE APPRAISAL FORM

**Student's Name:** Shikha Basaiwala  
**Date:** 28/05/2013  
**Course:** MBA & PGDM 2nd Sem

	Rating*
1. Technical knowledge regarding the industry and the job he was involved in	<i>Good</i>
2. Communication Skills (a) Oral (b) Written (c) Listening skills	<i>Good</i>
3. Ability to work in a team	<i>Good</i>
4. Ability to take initiative	<i>Good</i>
5. Ability to develop a healthy long term relationship with clients	<i>Good</i>
6. Ability to relate theoretical learning to the practical training	<i>Good</i>
7. Creativity and ability to innovate with respect to work methods & procedures	<i>Good</i>
8. Ability to grasp new ideas and knowledge	<i>Good</i>
9. Presentations skills	<i>Good</i>
10. Documentation skills	<i>Good</i>
11. Sense of responsibility	<i>Good</i>
12. Acceptability (patience, pleasing manners, the ability to instill trust, etc.)	<i>Good</i>
13. His/Her ability and willingness to put in hard work	<i>Good</i>
14. In what ways do you consider the student to be valuable to the organization? (a) Qualification (b) Skills and Abilities (c) Activities/ Roles performed	<i>Qualification</i>
15. Any other comments.....	<i>Good, Can strive for excellence</i>
16. Do you recommend this student for placement?	<i>yes</i>

\*Rating: Excellent / Good / Average / Poor

Assessor's Name: Manish Negi  
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