

Report Paper
On
**Overview of Employee Performance Evaluation– A
study on Orange Business Development Ltd.”**



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Overview of Employee Performance Evaluation– A study on Orange Business Development Ltd.”



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Date of Submission: 30/05/2025

LETTER OF TRANSMITTAL

30th May 2025

Maria Islam

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Subject: Submission of the Internship Report on “Overview of Employee Performance Evaluation”

Dear Madam,

With humble respect, I would like to inform you that I have completed my project report on “**Overview of Employee Performance Evaluation**”. In this report, I have followed the guidelines that were provided by you and our university, and I have also applied some of the concepts and skills that I acquired from my courses. The contents are all my own, though some information was taken from different sources to complete my project report.

I am submitting the report for your gracious perusal and acceptance. I would be grateful if you would accept this project report. Thanks for your cooperation and guidelines.

Sincerely yours,

Tahmid

.....

Md.Tahmid Hossain Maruf

ID# 213-11-1367

BBA Program

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

LETTER OF APPROVAL

This is to clarify that the dissertation on “Overview of Employee Performance Evaluation” is done by Md.Tahmid Hossain Maruf , ID #213-11-1367, Major in Human Resource Management, Department of Business Administration, Daffodil International University, as a partial fulfillment of requirement for the degree of Bachelors in Business Administration in

The Dissertation has been carried out under my guidance and is a record of the sincere work successfully.

I wish him all the best in his future endeavors.



.....
Maria Islam

Lecturer

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

ACKNOWLEDGEMENT

I really appreciate all those who have helped and mentored me over my internship at Orange Business Development Limited. This program has been quite helpful in improving my practical knowledge of Human Resource Management.

First and most importantly, I would want to really thank Muhtasim Fuad, my intern's supervisor, for their ongoing direction, support, and helpful criticism. My educational process has been much shaped by their mentoring.

I want to thank the whole Orange Business Development Ltd. HR team for their cooperation, support, and openness to sharing of knowledge. Their understanding of HR operations—particularly in terms of training and development—has greatly helped me to advance professionally.

Furthermore, I would want to thank Orange Business Development Ltd.'s management for allowing me to participate in their company and acquire practical Human Resource Management knowledge.

Finally, I owe a great deal to my family, friends, and academic advisers for their continuous inspiration and encouragement over this road.

Thanks all for your great direction and support.

DEDICATION

As I reach the last stages of my graduation, I would first like to express my gratitude to Allah the Almighty for enabling me to achieve this position. I cannot imagine a part of myself without HIM's help. I dedicate this internship report to my beloved family, whose unwavering support, encouragement, and belief in me have been my greatest motivation throughout this journey. Their constant guidance and sacrifices have played a significant role in shaping my academic and professional aspirations.

May Allah grant them long life.

Tahmid

.....

Md.Tahmid Hossain Maruf

ID# 213-11-1367

BBA Program

Department of Business Administration

Faculty of Business &Entrepreneurship

Daffodil International University

EXECUTIVE SUMMARY

This internship report offers a thorough analysis of the Employee Performance Evaluation Process at Orange Business Development Ltd., run under the Bachelor of Business Administration (BBA) program at Daffodil International University. The main goal of this paper is to investigate, examine, and assess the present performance management system of the organization, find current deficiencies, and offer feasible suggestions for enhancement.

Focusing on the HR department and its duties, the paper starts with a thorough examination of the organization including its mission, vision, and structural hierarchy. It then investigates the basic components of employee performance assessment, including its definition, significance, and the tracking and measuring of employee contributions by Key Performance Indicators (KPIs).

The report's main part looks at OrangeBD's present performance evaluation system, which comprises self-evaluation, supervisory assessment, and project-based evaluations. Performance Management System (PMS) measurements have also been investigated to see how performance data is used for company decision-making.

Qualitative and quantitative research have shown that there are some problems and areas for improvement in the current assessment system. These include inconsistent standards for evaluations, not enough use of employee feedback, and a lack of regular performance review cycles. The report gives some useful suggestions for how to fix these problems, such as making sure that all evaluations are done the same way, using 360-degree feedback, and using digital tools to keep an eye on performance all the time.

The study emphasizes the effects of pragmatic performance assessment, including increased employee involvement, closer alignment with company objectives, and higher general production. The results and suggestions offered seek to help OrangeBD improve its performance management system and promote a high-performance organizational culture.

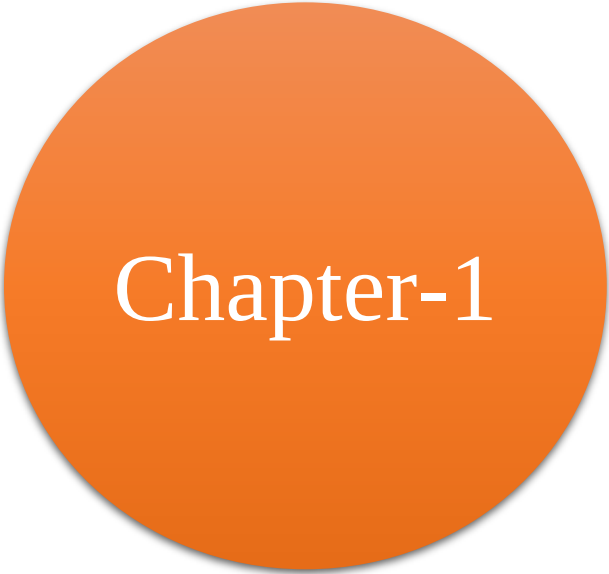
Table of Content

S.N.	Contents	Page No
1.	Cover Page:	ii
2.	Letter of Transmittal:	iii
3.	Letter of Approval:	iv
4.	Acknowledgement.....	v
5.	Dedication:	vi
6.	Executive Summary:	vii
7.	Table of Content:	viii
8.	List of Figures:	x
Chapter 1. Introduction		
1.1.	Background of the Internship:	2
1.2.	Objective of the Report:	2
1.3.	Scope of the Study.....	2
1.4.	Metholodogy:	3
1.4.1	Primary Data.....	4
1.4.2	Secondary Data.....	4
1.4.3	Data Examination Technique.....	4
1.5.	Limitations.....	5
1.5.1	Limited Access to Confidential Data.....	5
1.5.2	Short Internship Period.....	5
1.5.3	Departmental Focus.....	5
1.5.4	Employee Reaction Bias.....	5
Chapter 2. Company Overview		
2.1.	About the Organization:	7
2.2.	Mission & Vision:.....	7
2.2.1	Mission.....	7
2.2.2	Vision.....	7
2.3.	Organizational Structure.....	8
2.3.1	OrangeBD Departments.....	8

2.4.	HR department and functions:.....	9
2.4.1	The Main Goals of the HR Departments.....	9
Chapter 3. Internship Role & Responsibilities		
3.1.	Role Overview:.....	11
3.2.	Key Responsibilities:.....	11
3.3.	Skills and Tools Used:	12
Chapter 4. Key Learning & Experiences at OrangeBD		
4.1.	Employee Evaluation Systems:	15
4.1.1	Self evaluations.....	15
4.1.2	Supervisor Evaluations.....	18
4.1.3	Project Evaluations.....	20
4.1.4	Performance Measurement Using PMS Metrics.....	22
4.2.	Practical Insights:.....	23
4.3.	Skills Gained:	24
Chapter 5. Critique and Reflections		
5.1.	Reflection of the Experience:	27
5.2.	Identified Gaps:	27
5.2.	Areas for Improvement:	28
5.3.	Provide a Practical Recommendations at OrangeBD:.....	29
Chapter 6. Conclusion		
6.1.	Conclusion:.....	31
Chapter 7. Implications		
7.1.	Implications:	34
Chapter 8. References		
8.1.	References:	37

List of Figures

1. Organization Structure of OrangeBD:	9
2. Self Evaluation Form Sample:.....	17
3. Supervisor Evaluation Form Sample:	19
4. Project Evaluation Form Sample:.....	21
5. Performance Management System Metrics:	22

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Chapter-1

Introduction

1.1. Background of the Internship

Internships facilitate the connection between academic learning and real-world experience by providing students with the opportunity to apply their theoretical knowledge in authentic business settings. In keeping with my Human Resource Management (HRM) course, I interned at OrangeBD, one of Bangladesh's leading IT solutions companies.

As businesses strive for productivity and efficiency, employee performance evaluation has become a key component of HR operations. It assists employees in measuring their contributions, identifies their areas of strength and weakness, and directs them toward professional growth.

Assigned to the HR department at OrangeBD during the internship, I watched and helped with various HR operations—especially in performance evaluation procedures. This paper intends to give analysis of the methods, tools, and effectiveness of performance evaluations applied at OrangeBD together with suggestions for development.

1.2. Objective of the Report

1. To analyze the existing employee performance evaluation system at Orange Business Development ltd.
2. To identify gaps and areas of improvement in employee performance evaluation system at Orange Business Development Ltd.
3. To provide practical recommendations in employee performance evaluation system at Orange Business Development Ltd.

1.3. Scope of the Study

With an eye toward its approaches, efficacy, and influence on employee development, this study covers a thorough examination of the employee performance evaluation system at Orange Business Development Ltd. The research is carried out in the HR department where performance evaluation is essential for evaluating staff members' contributions, spotting areas of strength and weakness, and matching individual objectives with organizational goals.

1. Concept and Value of Performance Evaluation for Employees

The paper investigates the basic ideas of performance evaluation, its importance in workforce management, and its part in guaranteeing employee efficiency and motivation.

2. Methods of Evaluation Applied at Orange Business Development Limited

The study centers on the several performance assessment methods the company employs—including 360-degree feedback, Key Performance Indicators (KPIs), self-evaluations, and supervisor assessments. It also looks at how these approaches support choices on staff development, training, and promotions.

3. Effect on Organizational Development and Employee Productivity

The study intends to investigate how career development, employee engagement, and motivation change with performance evaluation. It also looks at how the company makes use of performance reviews to improve output and corporate results.

4. Current System Challenges and Limitations

This study reveals the difficulties HR managers and staff members encounter during the performance review process concerning bias, transparency, and feedback effectiveness.

1.4. Methodology

OrangeBD employed a systematic method to conduct this research on the Overview of Employee Performance Evaluation. To ensure precision and pertinence, the method necessitates sources, data gathering techniques, and analytical methods.

To gain insight into the employee performance evaluation system, the research utilized both-

1. Primary Data
2. Secondary Data

1.4.1 Primary Data

Primary data was gathered through direct interaction and observation within the HR department, focusing on real time performance evaluation activities.

1.Observation: Participated in and observed performance appraisal meetings and review sessions to understand how evaluations are conducted and documented.

2.Interviews: Conducted structured and informal interviews with HR executives, managers and employees to collect information on their experiences and perceptions regarding the evaluation process.

3.Document Collection: A comprehensive review of internal documents such as employee performance appraisal forms, score sheets, feedback reports, and performance improvement plans was conducted to analyze the tools and criteria used, ensuring a thorough understanding of the process.

1.4.2 Secondary Data

Secondary data was collected by studying existing sources related to performance evaluation theory and practice. These included:

1.Company Resources: The official company policies, HR manuals, and guidelines concerning employee performance management were examined, establishing a direct connection to the research process and its relevance.

2.Literature Review: A comprehensive analysis of books, academic journals, and online articles was conducted to discuss performance appraisal techniques, best practices, and everyday challenges, ensuring a deep understanding of the field.

3.Industry Standards: Reports and publications from recognized HR organizations were consulted to compare and benchmark the company's evaluation practices, providing practical insights and confidence in the research findings.

1.4.3 Data Examination Technique

The collected data was analyzed qualitatively to identify patterns, challenges, and strengths and weaknesses in the performance evaluation process. Comments from employees and HR professionals were organized based on key themes such as evaluation fairness, feedback efficiency, and employee motivation.

1.5. Limitations

Several constraints came across during this Employee Performance Evaluation at OrangeBD that might have affected the breadth and depth of the results.

1.5.1 Limited Access to Confidential Data

A significant limitation of this study was the limited access to confidential data related to employee performance evaluations. Due the sensitive nature of performance appraisals access to records individual feedback and score was restricted to protect employee privacy.

1.5.2 Short Internship Period

The study lasted a limited internship, so limiting my capacity to witness long-term evaluation cycles. Although performance reviews are usually done annually or biannually, my internship only let for a summary of continuous operations rather than a complete cycle of assessment.

1.5.3 Departmental Focus

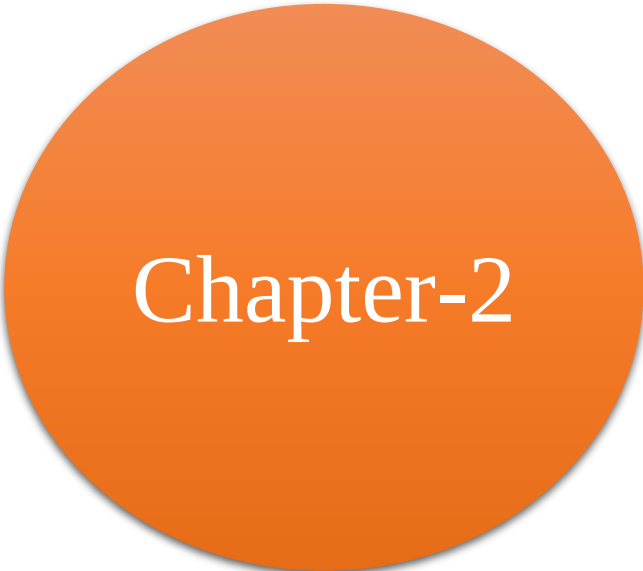
The studies concentrated on a particular department instead of the whole company. The results might not completely reflect the organizational-wide performance evaluation process since different departments might have different evaluation criteria and procedures.

1.5.4 Employee Reaction Bias

Concerns about confidentiality may have caused some staff members to be reluctant to express honest assessments of the performance evaluation system. This might have brought prejudice into the answers of the poll and the interview.

Notwithstanding these constraints, the research offers insightful analysis of OrangeBD's staff performance assessment policies.

In this internship period, I learn how Orange Business Development Ltd evaluates employees' performance. The study shows important practices and problems in performance management, even though it has certain problems. The internship helped me learn more about HR operations and how they affect the profitability of a business.

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Chapter-2

Company Overview

2.1. About the Organization

Orange Business Development Limited (OrangeBD) is a corporation that offers IT support to the government and other private and public organizations. They started their journey in 2005 and have been giving solutions to their customers since then. OrangeBD aids in business development by offering various services and platforms to businesses.

This organization considers all viewpoints of the people who work for it while upholding democratic and participative leadership styles. The management bases every decision on the team's perspective. To support e-government, e-newspaper, e-commerce, learning management systems (LMS), software development, website application, UX/UI design, and mobile apps, OrangeBD is devoted to offering high-quality IT solutions. They have been offering the best services and goods to a variety of our clientele, ranging from entrepreneurs to those in government. They provide reliable and secure services and interests, so OrangeBD is a reliable medium for many.

2.2. Mission & Vision

2.2.1 Mission

OrangeBD is committed to creating top-notch digital solutions improving daily life. Among the many services the firm provides are e-governance, e-commerce, learning management systems (LMS), software development, web apps, UX/UI design, and mobile apps. Their goal is to design IT solutions that are dependable, efficient, and customized to fit the different demands of customers in all industries.

2.2.2 Vision

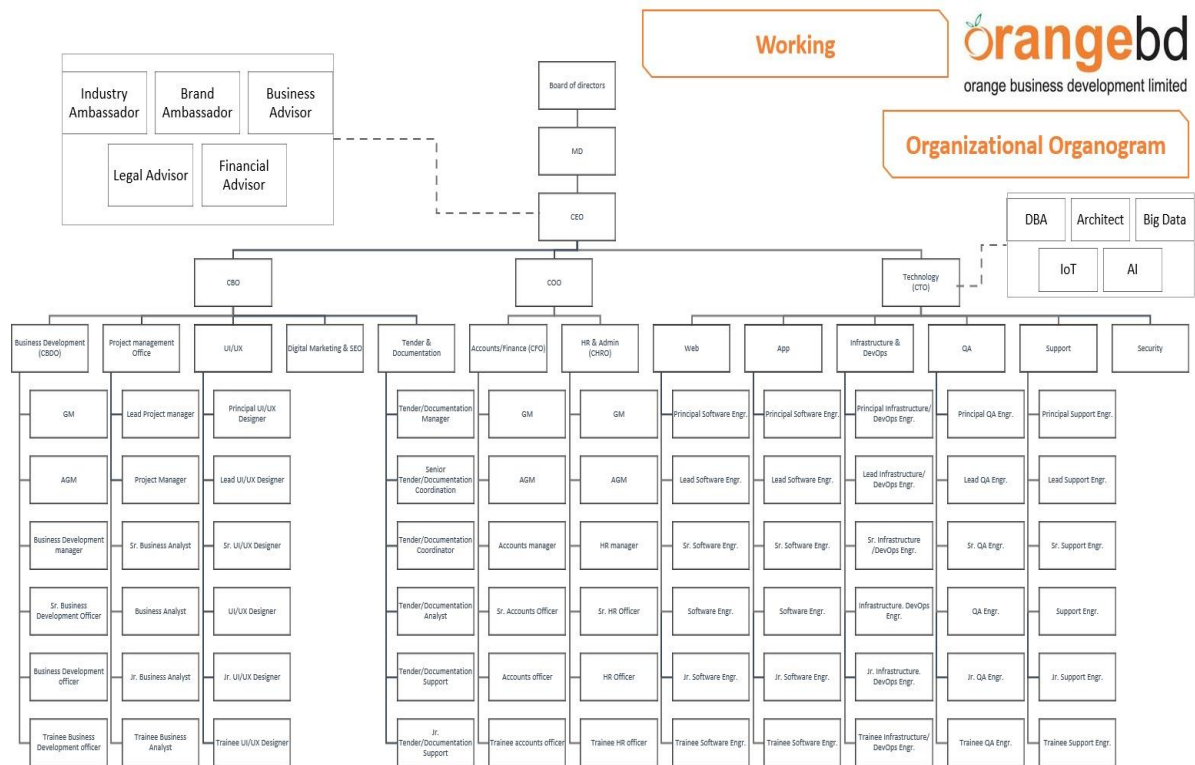
Drawing on more than 20 years of expertise, OrangeBD hopes to drive the digital transformation by providing innovative and affordable solutions. The company's vision is to enable people and businesses via technology, therefore helping to create a digital Bangladesh.

2.3. Organizational Structure

Orange Business Development Ltd. promises to work with a lively and organized organizational structure that supports speed, creativity, and perfect service delivery. Our framework is meant to encourage teamwork, make decisions more easily, and speed up company growth while having a strong focus on customer happiness.

2.3.1 OrangeBD Departments-

1. Department of IT (Web Development)
2. Department of IT (UI/UX & Graphics Designing)
3. Department of IT (Support Engineer)
4. Department of Business Development
5. Department of Accounts and Finance
6. Department of Digital Marketing
7. Department of Human Resource
8. Department of IT (Infrastructure & DevOps)
9. Department of IT (Business Analyst)
10. Mobile App Development
11. SQA Engineer & Testing
12. Admin



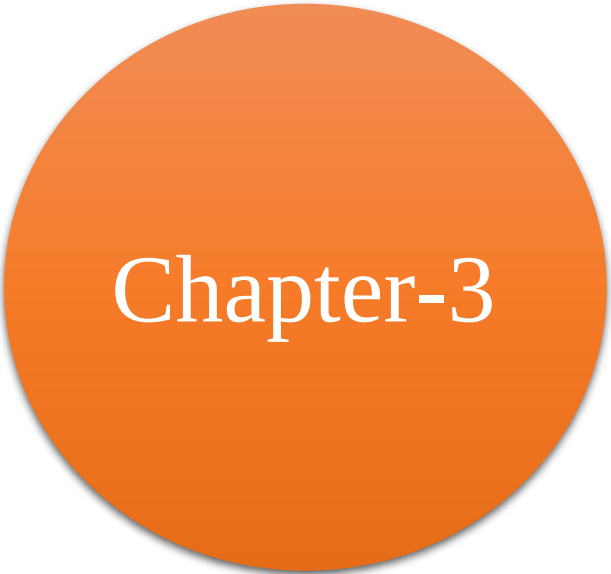
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2.4. HR department and functions

Managing and supporting the workforce of Orange Business Development Ltd. is significantly aided by its HR department. Key tasks under its supervision include labor law compliance, employee involvement, performance assessment, onboarding, and recruitment.

2.4.1 The main goals of the HR department

1. Finding and hiring talented people
2. Employee Training & Development:
3. Performance Management
4. Relationships with employees and getting them involved
5. Compensation & Benefits Management
6. HR Policy & Compliance
7. Workforce Planning & Organizational Development

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Chapter-3

Internship Role & Responsibilities

3.1. Role Overview

During my Internship at Orange Business Development Ltd, I worked in the HR department focusing on employee performance evaluation. My primary role involved assisting the HR team in collecting, organizing and analyzing performance data supporting the appraisal process and understanding the evaluation criteria and procedures. I also participated in meetings helped prepare performance reports, and gained practical experience in employee PMS. This role enabled me to understand better HR functions and the importance of systematic performance evaluations in enhancing employee productivity and organizational growth.

3.2. Key Responsibilities

During my internship at OrangeBD, I was entrusted with several essential responsibilities within the HR department. These tasks provided hands on experience in the employee performance evaluation process and helped me understand the practical aspects of HR management. My key responsibilities involved supporting the performance appraisal system, assisting in data collecting and documentation, coordinating with HR staff and employees, and contributing to preparing evaluation reports.

Assisting with Performance Appraisals

- I helped the HR team get ready for and plan performance review meetings. This meant setting dates, sending out reminders, and making sure that all the necessary paperwork was ready for managers and employees.
- I also helped keep an eye on the completion of performance reviews to make sure that evaluations were turned in on time, as required by company policy.

Gathering Employee Feedback

- I got feedback from employees about their experiences with the performance evaluation process by doing surveys and informal interviews. This helped us find areas where the system could be better and things that were already working well.
- I collected comments data, looked it over, and told the HR team about the most important findings to make the assessment process better.

Supporting HR Systems

- I kept accurate employee records in the HRIS (Human Resource Information System) with the help of the HR team. This meant entering data about performance and making sure it was correct for the next assessments.
- I helped set performance measures and employee goals in the HR system, which made sure that the system always showed the most up-to-date performance expectations and goals.

Creating Performance Reports

- Gathering information about staff development, achievements, and performance patterns helped me make performance reports. Then, these reports were used to find people who were doing well and those who needed more help or growth.

Coordination of performance Feedback Sessions

- I assisted in organizing one-on-one feedback meetings between staff members and their supervisors, therefore guaranteeing the feedback was positive and in line with corporate objectives.

My internship role at OrangeBD, provided valuable practical experience in the HR department, especially in employee performance evaluation. The responsibilities I handled allowed me to apply theoretical knowledge to real world processes enhancing my understanding of performance appraisal systems and their impact on organizational success.

3.3. Skills and Tools Used

I developed and applied various skills essential for effective human resource management, particularly in employee performance evaluation. These included communication, data analysis, organization, and report writing. Additionally, I gained hands-on experience with several tools and software commonly used in HR processes, which helped streamline performance tracking and documentation. This combination of skills and tools enhanced my ability to contribute meaningfully to the HR team.

HRIS (Human Resource Information System)

- To maintain employee records, monitor performance data, and revise personal performance objectives, I dealt much with BambooHR, the HRIS of the business. The HRIS let me centralize employee data and guarantee that every performance data was precisely entered and readily available for assessment.
- To help in establishing and tracking performance targets, I also used Workday, a tool for performance management, therefore guaranteeing alignment with corporate goals.

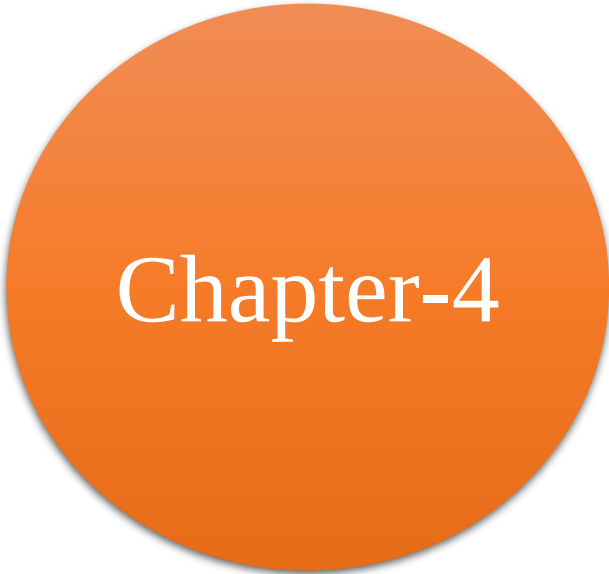
Microsoft Excel and Google Sheet

- Track individual performance metrics, build and manage performance dashboards, and produce thorough reports using Microsoft Excel. Excel's data visualization tools and pivot tables let me examine trends in employee performance and display information in a simple way.
- Real-time collaboration with the HR team using Google Sheets allowed me to help develop performance evaluation templates and monitor team appraisal progress.

Survey Tools (Google Forms and SurveyMonkey)

- Employee comments on their performance evaluation experience were gathered using Google Forms and SurveyMonkey. These tools let me create and send out surveys, therefore collecting insightful information to enhance the evaluation procedure.
- Using the built-in analytical tools included in these platforms, I examined survey responses to find recurring themes and areas for development.

The internship strengthened my technical and interpersonal skills relevant to HR functions. Proficiency in HR software and analytical tools, combined with improved communication and organizational abilities, prepared me to effectively handle real-world performance evaluation tasks.

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Chapter-4

Key Learning & Experiences at OrangeBD

4.1. Employee Evaluation Systems

Employee evaluation systems are structured processes designed to assess an employee's performance, skills, and contributions within an organization. They aim to foster professional development, improve productivity, and align individual goals with organizational objectives. These systems often utilize various methods, including-

1. Self Evaluation
2. Supervisor Evaluation
3. Project Evaluation
4. Performance Measurement Using PMS Metrics

4.1.1 Self Evaluations

Employee self-evaluation is a critical component of the performance appraisal process, offering employees an opportunity to reflect on their performance, accomplishments, and areas for improvement. This self-assessment encourages a more collaborative and transparent approach to performance management, where employees actively participate in the evaluation process. Every employee provides personal information in the first part of the Self Evaluation Form, therefore guaranteeing that answers are correctly connected to the relevant personnel. This personal information is vital since it enables efficient tracking and analysis of individual assessments and helps preserve the confidentiality and integrity of the evaluation process.

The HR announcement also stresses how important it is to fill out forms quickly and correctly. This request for help shows that the evaluation process is more about working together than judging people on their own. Because the information gathered will have an impact on the team's and the company's strategic direction as well as their career advancement, everyone on the team is expected to take part in the self-evaluation process.

Recruitment and Workforce Planning: This part emphasizes how important HR is to the company's growth by managing hiring, workforce planning, and forecasting. The scale goes from "Very Poor" to "Very Good," which shows how much HR's work has affected things.

Employee Relations and Workplace Environment: This evaluation looks at how well HR deals with employee concerns, promotes diversity, settles disagreements, and

keeps the workplace positive. Once more, the scale goes from "Very Poor" to "Very Good."

Policy Compliance and Administration: This part talks about how important HR is for making policies, making sure that the company follows employment laws, and handling administrative tasks like payroll and benefits in an efficient way. The scale goes from "Very Poor" to "Very Good," which shows how much HR's policies affect how the company runs.

Employee Engagement and Adaptability: This part shows how important HR is in keeping employee profiles up to date, keeping teams motivated, checking on employee happiness, and changing HR structures to fit the needs of the company. The scale goes from "Strongly Disagree" to "Strongly Agree," which shows how much HR affects the company's culture.



Section 1 of 9

Self Evaluation Form - Department of HR & Admin - 2025

Notice:

This notice serves to inform all members of Orange Business Development Limited that a Self Evaluation Form has been developed and provided by the Human Resources Team. It is mandatory for each individual to complete this form.

The purpose of the Self Evaluation Form is to assess individuals based on their own performance and capabilities. It is crucial that all personnel carefully review and understand the contents of this notice pertaining to the "Self Evaluation Form."

Important Information for Personnel:

As part of the HR process, the initial phase of evaluation involves the "Self Evaluation" component, which is to be completed by every employee.

The first section of the form requires personnel to provide their personal information. The subsequent sections contain questionnaires designed to gather information from each individual.

Upon completion of the evaluation process, the management will determine appropriate actions and will identify opportunities for growth and improvement for the members of Orange Business Development Limited.

We kindly request your cooperation in promptly and accurately completing the Self Evaluation Form.

Thank you for your understanding and participation.

Sincerely,
Team HR.

This form is automatically collecting emails from all respondents. [Change settings](#)

After section 1 Continue to next section

Section 2 of 9

Personal Information

Description (optional)

Name of Personnel *

Short answer text

After section 2 Continue to next section

Section 3 of 9

Evaluation Questionnaires

Communication

Evaluation Questionnaires

Domain (Department of HR & Admin)

1. Recruitment and Workforce Planning. *

Managing end to end recruitment processes, workforce planning, and forecasting HR needs to support organizational growth.

	1	2	3	4	5	
Very Poor	☐	☐	☐	☐	☐	Very Good

2. Employee Relations and Workplace Environment. *

Addressing employee concerns, fostering inclusivity, resolving conflicts, and ensuring a positive work environment.

	1	2	3	4	5	
Very Poor	☐	☐	☐	☐	☐	Very Good

3. Policy Compliance and Administration. *

Developing HR policies, ensuring compliance with employment laws, and efficiently managing administrative tasks like payroll and benefits

	1	2	3	4	5	
Very Poor	☐	☐	☐	☐	☐	Very Good

4. Employee Engagement and Adaptability. *

Maintaining employee profiles, motivating teams, monitoring the happiness index, and adapting HR structures to align with organizational needs.

	1	2	3	4	5	
Strongly Disagree	☐	☐	☐	☐	☐	Strongly Agree

After section 4 Continue to next section

Section 9 of 9

Comment Section

Description (optional)

Do you think you could benefit from training? If yes, what specific type of training would you be interested in? *

Short answer text

4.1.2 Supervisor Evaluations

The employee supervisor evaluation process is a critical aspect of performance management. It aims to assess the effectiveness of supervisors in guiding, supporting, and evaluating their teams. This evaluation helps identify strengths and areas for improvement in managerial roles, ensuring that supervisors are equipped to lead effectively and contribute to the overall success of the organization. The process also gives useful feedback that can be used to improve HR practices, train employees, and make decisions. The form usually starts with basic information about the employee, such as their name, ID number, department, position, and evaluation period. It also has the name of the supervisor and the date of the evaluation.

There is also a comments section on the form where managers can write about the employee's strengths, areas for improvement, and any notable achievements or challenges they saw during the evaluation period.

Recruitment and Workforce Planning: This part measures how well HR handles hiring, planning for the workforce, and predicting what HR needs to do to help the company grow. Using a scale of 1 to 5, people can say how they feel about this area, from "Very Poor" to "Very Good."

Employee Relations and Workplace Environment: This part talks about how well HR deals with employee issues, creates a welcoming workplace, settles disputes, and makes sure that the workplace is a good place to work. Once more, it gets a score from "Very Poor" to "Very Good."

Policy Compliance and Administration: The purpose of the questionnaire is to find out how well HR makes policies, makes sure that employment laws are followed, and handles administrative tasks like payroll and benefits in a timely manner. The rating scale is the same: "Very Poor" to "Very Good."

Employee Engagement and Adaptability: This section looks at how well HR keeps track of employee profiles, keeps teams motivated, checks on employee happiness, and changes HR structures to fit the needs of the business. There is a 1-5 rating scale here, with "Strongly Disagree" at one end and "Strongly Agree" at the other.



Section 1 of 9

Supervisory Evaluation Form - Department of HR & Admin - 2025

Notice:

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The first section of the form requires personnel to provide their personal information. The subsequent sections contain questionnaires designed to gather information from each individual.

Upon completion of the evaluation process, the management will determine appropriate actions and will identify opportunities for growth and improvement for the members of Orange Business Development Limited.

We kindly request your cooperation in promptly and accurately completing the Self Evaluation Form.

Thank you for your understanding and participation.

Sincerely,
Team HR.

This form is automatically collecting emails from all respondents. [Change settings](#)

After section 1 Continue to next section

Section 2 of 9

Personal Information

Description (optional)

Name of Personnel *

Short answer text

After section 2 Continue to next section

Section 3 of 9

Evaluation Questionnaires

Communication

Evaluation Questionnaires

Domain (Department of HR & Admin)

1. Recruitment and Workforce Planning. *

Managing end to end recruitment processes, workforce planning, and forecasting HR needs to support organizational growth.

Very Poor 1 2 3 4 5 Very Good

2. Employee Relations and Workplace Environment. *

Addressing employee concerns, fostering inclusivity, resolving conflicts, and ensuring a positive work environment.

Very Poor 1 2 3 4 5 Very Good

3. Policy Compliance and Administration. *

Developing HR policies, ensuring compliance with employment laws, and efficiently managing administrative tasks like payroll and benefits

Very Poor 1 2 3 4 5 Very Good

4. Employee Engagement and Adaptability. *

Maintaining employee profiles, motivating teams, monitoring the happiness index, and adapting HR structures to align with organizational needs.

Strongly Disagree 1 2 3 4 5 Strongly Agree

After section 3 Continue to next section

Section 9 of 9

Comment Section

Description (optional)

Do you think you could benefit from training? If yes, what specific type of training would you be interested in? *

Short answer text

4.1.3 Project Evaluation

Employee project evaluation plays a crucial role in assessing employees' performance and effectiveness in completing assigned tasks and projects. It helps identify strengths, areas for improvement, and the overall contribution of employees to organizational goals. This part will focus on how to understand the methods used to judge employee projects, such as the criteria for success, performance metrics, and ways to give feedback. The form starts with basic information like the project name, how long it will last, the names of the employees (name, ID, department, position), and the name of the supervisor or project manager. This makes sure that the assessment is clearly linked to a specific project and time frame.

1. **As the key managers of the annual performance evaluation and merit increase process,** HR is very important for judging and rewarding how well employees do their jobs. This shows how important HR's work is to the company's success.
2. **Implementing performance management systems and processes to support employee development:** This shows how well HR uses performance management systems to help workers grow and get better.
3. **Maintaining Employee Profile:** This is about how well HR keeps employee profiles current and correct.
4. **Implementing HR structure and making employees adapt to the HR structure:** This tests HR's ability to set up a strong HR structure and help employees get used to it.
5. **Utilize HRIS and other HR technology solutions to streamline HR processes and improve data management:** This looks at how well HR uses technology like HR information systems to make HR processes easier and better manage data.
6. **Problem Solving and Critical Thinking:** This tests HR's ability to think critically and solve problems.
7. **Communication and stakeholder Management:** This tests HR's ability to talk to people and how well they handle relationships with stakeholders.

Employee Project Evaluation- HR & Admin

Supervisors, kindly complete the form to evaluate your subordinates' 2024 performance. Provide information and rating for the section, which will highlight their contributions and involvement in the respective projects

This form is automatically collecting emails from all respondents. [Change settings](#)

After section 1 Continue to next section

Section 2 of 3

Detailed Section

Description (optional)

Supervisor's Name *

Short answer text

Subordinate's Name *

Write the name of your Subordinate whom you are evaluating

Short answer text

After section 2 Continue to next section

Section 3 of 3

Evaluation Section

Please provide a performance rating on a scale of 1-10 for your subordinate specifically indicating their overall contribution and effectiveness

Conduct interviews, evaluate candidates, and make hiring recommendations *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Oversee the onboarding process for new employees (Rate 1-10) *

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Work Timeline Adherence (Rate 1-10) *

Rate your subordinate's punctuality in the designated work

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Manage the annual performance evaluation and merit increase process *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Implementing performance management systems and processes to support employee development *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintaining Employee Profile (Rate 1-10) *

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Implementing HR structure and be capable of making employees adapt to the HR structure *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Utilize HRIS and other HR technology solutions to streamline HR processes and improve data management. *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Problem Solving and Critical Thinking (Rate 1-10) *

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Communication and Stakeholder Management *
(Rate 1-10)

1 2 3 4 5 6 7 8 9 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

4.1.4 Performance Measurement Using PMS Metrics

1. Attendance & Punctuality Metrics

- Total Working Days
- Late Days
- Average Entry Time

2. Skill & Certification Overview

- Total Skill Areas
- Certification Completed

3. Project Performance Average

4. Cumulative Performance Score

Employee PMS 2025							
File Edit View Insert Format Data Tools Extensions Help							
100% 123 Arial 12 B I A							
112	A	B	C	D	E	F	G
1							
2							
3		Evaluation Categories	Evaluation Categories (Break Down)	Weights out of 10	Obtained Marks	Multiplication of Obtained marks & Weights	Weights out of 100
4			Self Evaluation		88.33		
5		Evaluation Summary	Supervisory Evaluation		72.83		
6		ClickUp Summary	ClickUp Summary		.00		
7			Skill Set		50.00		
8		Skill Set & Certifications	Certifications				
9							
10							
11		HR/ Accounts/ Admin/ IT Discipline			61.00		
12		Leave Status, Home Office & Late Status	Leave Status		95.45		
13			Late Status		68.00		
14		Total			435.61		
15		Total Marks			64.76		

Employee PMS 2025					
File Edit View Insert Format Data Tools Extensions Help					
100% 123 Arial 12 B I A					
R10	K	L	M	N	O
6					
7	Clickup Task Range (Yearly)	General Marks	Grade	Prformance Level	Decision Baseline
8	400 - 499	95 and Above	A+	Excellent:	Increment 30%, Promotion & Performance Bonus
9	300 - 399	85-94	A	Very Good:	Increment 30% & Promotion
10	200 - 299	75-84	A -	Good:	Increment 30%
11	100 - 199	65-74	B +	Satisfactory:	Increment 20%
12	50 - 99	55-64	B	Average:	Increment 10%
13					

4.2. Practical Insights

Working at Orange Business Development Ltd. during my internship, I acquired useful hands-on knowledge in assessing staff performance and supporting performance appraisals, which significantly improved my knowledge of the practical use of HR ideas. These are the main ideas I acquired:

Understanding The Evaluation Process

- I took part in the performance appraisal process, seeing how staff members' accomplishments were assessed in relation to pre-defined objectives and key performance indicators (KPIs). I came to see the need of open communication between managers and staff members about expectations, performance metrics, and comments.
- I helped HR managers plan appraisal meetings and made sure everyone involved was ready for discussions. This made me aware of the organizational rhythm and structure of performance reviews.

Gathering and Analyzing Feedback

- Collecting staff comments on their performance and experiences during appraisals was one of my main duties. I picked up how to gather data using survey tools including Google Forms and SurveyMonkey and how to hold informal interviews.
- Examining survey comments also helped me to find patterns that let me offer ideas for enhancing the assessment procedure. Where I had to turn comments into actionable insights for HR managers, this experience improved my report generation abilities and data analysis.

Support in Goal Setting

- Working directly with HR personnel, I helped staff members establish their performance objectives for the next assessment time. This helped me to see how important goal-setting is for employee performance since it guarantees that their goals complement both personal career advancement and company goals.

4.3. Skill Gained

Working at Orange Business Development Ltd. during my internship helped me to acquire a number of vital skills that improved my knowledge of HR procedures and supported my personal and professional development. The main abilities I developed are as follows:

Communication Skills

- One of the most important skills I learned was how to communicate well. Talking to managers, staff members, and HR professionals taught me how to communicate information in a clear and professional way. I learned how to change the way I communicate to fit different people and situations, whether I was sending emails, running surveys, or helping with performance appraisal meetings.
- I also got better at listening by taking part in feedback sessions where I had to pay close attention to what employees had to say and what they thought. This showed me how to respond in a professional and caring way.

Data Analysis and Reporting

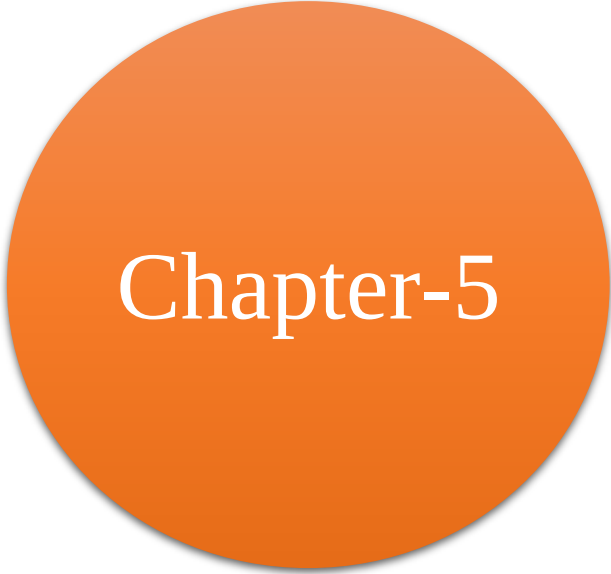
- During my internship, it was my job to look at performance statistics and comments. This helped me get good at analyzing data, especially with programs like Microsoft Excel and Google Sheets. I learned how to organize data, make pivot tables, and write performance reports that are clear enough to give useful information.
- I also learned how to find important trends in employee feedback and survey results, which helped me make smart suggestions for improving performance reviews.

Understanding Organizational Behavior

- My internship taught me a lot about how people behave in organizations, especially how employee performance affects the overall success of the company. I learned how performance reviews can help employees grow and help the company reach its goals.
- I learned about employee development and drive by seeing how feedback on performance can inspire people and help them get past problems to reach their full potential.

Time Management and Organizational Skills

- Managing a number of tasks, such as planning performance reviews, gathering feedback, and writing reports, helped me improve my time management and organizational skills. In a fast-paced setting, I learned how to quickly decide what to do first and meet deadlines.

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Chapter-5

Critique and Reflections

5.1. Reflection of the Experience

This chapter focuses on identifying gaps and areas for improvement in OrangeBD's employee performance evaluation process. By analyzing the existing system, it aims to propose practical recommendations that can enhance the effectiveness of performance evaluations and, consequently, employee engagement and productivity.

5.2. Identified Gaps

- **Lack of Clear Evaluation Criteria:** A lot of performance reviews don't have clear, measurable standards. This lack of clarity can lead to subjective evaluations, which can make employees angry because they don't know how their work is being judged.
- **Infrequent Feedback:** Employees only get feedback once a year or twice a year, when evaluations happen. This happens so rarely that it can hurt employee growth because they may not get timely feedback on how well they're doing.
- **Inadequate Training for Evaluators:** Managers and supervisors might not get enough training on how to do good performance reviews, which could make the quality of feedback and evaluations inconsistent.
- **Limited Employee Involvement:** Workers might not take part in the evaluation process. If you don't ask them to give you their own evaluations or feedback, you might miss out on important information about their work and contributions.
- **Focus on Results Over Development:** Performance reviews might put too much emphasis on results instead of individual growth and development, which could make it harder for employees to improve their skills and abilities.
- I was responsible for developing the Employee Performance Management System (PMS) and conducting the annual performance reviews at Orange Business Development Ltd (OrangeBD). While reviewing the evaluations submitted by department heads, I noticed something strange. Despite the job logs and attendance records showing regular delays and incomplete tasks, an IT staff member received consistently high ratings from his IT Supervisor.

In conclusion, the identified gaps in the performance evaluation process, including unclear criteria, infrequent feedback, inadequate training for evaluators, limited employee involvement, and a focus on results over development, highlight the need for a more structured and inclusive approach to enhance employee development and overall organizational performance.

5.3. Areas for Improvement

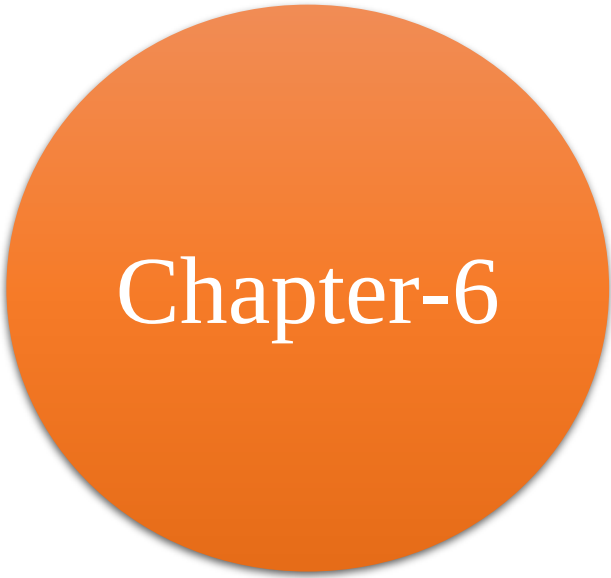
1. **Define and Communicate Clear Criteria:** Set up specific, measurable evaluation metrics that are in line with the company's goals. Make sure employees understand what is expected of them by clearly communicating these things.
2. **Implement Continuous Feedback Mechanisms:** To encourage open communication, go beyond the usual yearly review by adding ongoing feedback systems like quarterly evaluations or regular check-ins.
3. **Train Evaluators:** Give evaluators training so they have the skills they need to give fair, unbiased evaluations and helpful feedback.
4. **Encourage Self-Assessment:** Add a self-assessment part to the performance review process so that employees can think about their successes, challenges, and areas where they want to improve.
5. **Balance Results and Development:** Include personal development goals in the performance review process, with an emphasis on professional growth and meeting company goals.

In conclusion, improving the performance evaluation process requires defining clear criteria, implementing continuous feedback, training evaluators, encouraging self-assessment, and balancing results with personal development. These changes will make the evaluation system more effective, open, and helpful, which will help employees grow and help the organization reach its goals.

5.4. Provide a Practical Recommendations at OrangeBD

1. **Create a Structured Evaluation Template:** Make a standard template for performance reviews that has both qualitative and quantitative measures. This will help evaluators rate performance more consistently.
2. **Adopt Performance Management Software:** Use HRIS (human resources information systems) that make performance reviews easier and more organized, which will help you manage and analyze data better.
3. **Regular Training Sessions:** To help managers get better at evaluating, hold regular workshops on how to give feedback, how to evaluate performance, and how to recognize biases.
4. **Establish Mentorship Programs:** To help employees grow and get support during the evaluation cycle, pair them with mentors. This will make professional growth more collaborative.
5. **Conduct Periodic Surveys:** Get feedback from employees about the performance evaluation process so you can keep making it better based on what employees need and have experienced.

In conclusion, implementing practical recommendations such as creating a structured evaluation template, adopting performance management software, conducting regular training sessions, establishing mentorship programs, and gathering employee feedback through surveys will significantly enhance the performance evaluation process at Orange Business Development Ltd, fostering a more effective and supportive environment for growth.

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Chapter-6

Conclusion

6.1. Conclusion

The employee performance evaluation process plays a crucial role in enhancing organizational effectiveness and employee development at Orange Business Development Ltd. The company can find out each person's strengths, weaknesses, and training needs through regular and fair evaluations. This leads to higher productivity and motivation.

1. Importance of Employee Performance Management:

- A company's ability to manage and improve employee performance well is key to its success and long-term health.
- A well-organized Employee Performance Management System (EPMS) makes sure that employees' personal goals are in line with the company's goals.

2. Observation During Internship:

3. Internship at OrangeBD. I closely watched the current performance management practices to find gaps such as Lack of Clear Evaluation Criteria, Infrequent Feedback and areas for improvement such as Create a Structured Evaluations Template and Adopt Performance Management Software.

4. Existing Challenges:

- OrangeBD's performance management system is basic and has a lot of problems. Such as Define and Communicate Clear Criteria and Train Evaluators.

I. Inconsistency in Performance Appraisals:

- Employees are unsure because of inconsistent reviews, which hurts the credibility of the appraisal system.

II. Lack of Defined Key Performance Indicators (KPIs):

- Without clear KPIs, evaluations can be based on personal opinions and may be biased.

5. Recommendations for Improvement:

I. Implement 360-Degree Feedback:

- Getting feedback from manager, subordinates to get a full picture of how well an employee is doing.

II. Define SMART KPIs:

- Set clear, measurable, achievable, relevant, and time-bound KPIs for each job to make sure that evaluations are fair and objective.

III. Regular Performance Conversations:

- Instead of an annual review, have monthly or quarterly meetings to talk about performance. This will make the process more dynamic and relevant.

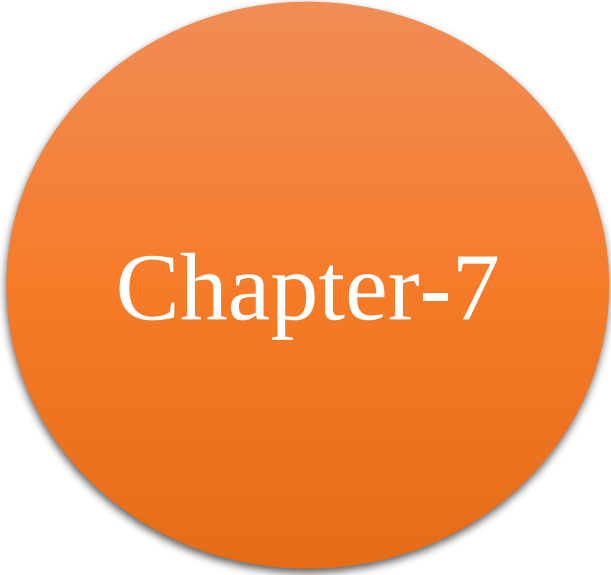
IV. Continuous Nature of Performance Management:

- Performance management is an ongoing process that needs to change as the needs of the organization and the expectations of its employees change.
- OrangeBD's current performance management strategy needs to use practices that are open, based on data, and focused on employees.

V. The goal of Implementing Changes:

- OrangeBD can create a more motivated, performance-oriented, and efficient workforce by making the suggested changes. This will lead to long-term success and growth.

In conclusion, enhancing the employee performance evaluation process at Orange Business Development Ltd. is essential for fostering organizational effectiveness and employee growth. The company can make the workplace more objective and motivating by dealing with problems like inconsistent appraisals and unclear KPIs and following suggestions like 360-degree feedback and regular performance conversations.

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Chapter-7

Implications

7.1. Implications

My internship at Orange Business Development Ltd, under the Human Resource department, provided me with great practical exposure to actual HR operations. For my academic knowledge, professional development, and general awareness of human resource management in a corporate setting, this encounter had several significant consequences.

1. Practical Exposure:

- The Orange Business Development Ltd. internship gave me a lot of hands-on experience with real HR work in the Human Resource department.

2. Linking Theory to Practice:

- The internship gave me the chance to connect what I learned in school about human resource management with what I saw in the real world.

3. Learning Performance Management:

- Learned more about how companies work and the problems they face by learning about performance appraisal methods, KPIs, feedback systems, and employee development plans.

4. Complexity of Implementation:

- Realized that even though performance management systems may seem simple, using them in a workplace with a lot of different people requires careful planning, consistency, and openness.

5. Critical Assessment Skills:

- Gained the ability to critically assess the current performance management process, including looking at its pros and cons.

6. Communication and Professional Development:

- Learned how to communicate effectively with people at all levels of management, keep track of employee databases, and use tools to track performance.
- Better at working with others, talking to people, and being confident in handling HR duties.

7. Understanding Organizational Culture:

- Talking to HR leaders and going to meetings gave me a better understanding of the company's culture and how employees act.

8. Importance of Technology in HRM:

- Noticed that performance reviews weren't as consistent or useful because there wasn't a digital performance management system. This shows how important technology is in modern HRM.

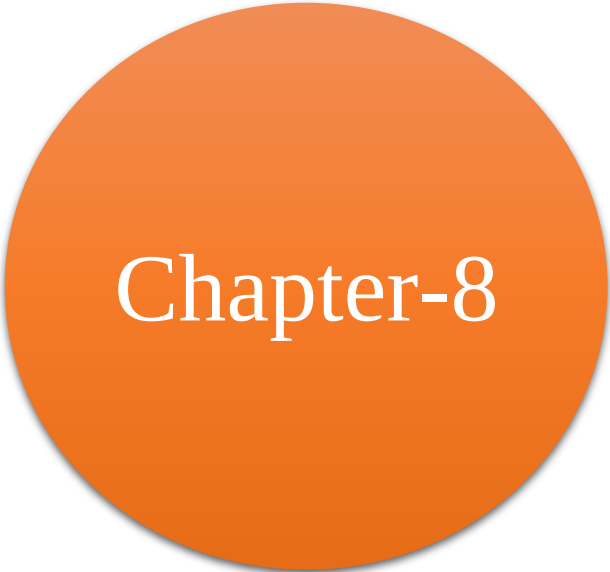
9. Interest in Digital HR Tools:

- Motivated to look into digital HR tools and HRMS software, knowing that they will be important for future HR professionals.

10. Impact on Future Career:

- The things you learn and do will help you become a better HR professional and help you decide what to study in the future.

In conclusion, my internship at Orange Business Development Ltd. significantly enriched my understanding of human resource management by bridging theory and practice. The experience improved my ability to think critically, communicate well, and understand how important technology is, which will help me in my future career in HR.

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Chapter-8

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