

The Appraisal Kit

for Indian IT Professionals

"Write your best appraisal ever — in under an hour, using AI."

- Step 1 The Framework (5 min)
- Step 2 Collect Your Raw Material (10 min)
- Step 3 Run Your Role-Specific Mega-Prompt (10 min)
- Step 4 Fill the Three Core Templates (10 min)
- Step 5 Plug Gaps with Prompt Formulas (5 min)
- Step 6 Write Your Self-Rating Justification (5 min)
- Step 7 Pre-Submission Checklist (5 min)

How to Use This Kit

This kit is a workflow. Follow the steps in order — each one feeds the next. You do not need to use every element; you need to follow the sequence.

Total time is roughly 50 minutes for a first-time user. If your raw material is ready, expect 30–35 minutes. The biggest investment is Step 2 — collecting what you actually did this year. Everything else flows from that.

What you need: access to any AI tool — ChatGPT, Microsoft Copilot, Google Gemini, or Claude. All prompts are tool-agnostic. No paid subscription required.

| Step | What you do | Time |
|------|---|--------|
| 1 | Read the From-Log-to-Leverage framework. One model. Three steps. The foundation for everything else. | 5 min |
| 2 | Gather your raw material: Jira history, emails, certifications, feedback. Rough notes are fine. | 10 min |
| 3 | Pick your role's mega-prompt. Fill the placeholders. Paste your raw material. Run in any AI tool. Get your achievement bullets. | 10 min |
| 4 | Use the three guided templates to structure your appraisal using the bullets from Step 3. | 10 min |
| 5 | Use targeted prompt formulas for anything the templates did not cover. | 5 min |
| 6 | Write your self-rating justification using the dedicated prompt. | 5 min |
| 7 | Run the pre-submission checklist. Seven checks. Then submit. | 5 min |

STEP 1

The Framework: From Log to Leverage

Estimated time: 5 minutes

Most appraisals describe tasks. Appraisers read effort, not value. The distinction matters because performance ratings at Indian IT companies — especially the top two tiers — go to those who demonstrate business impact, not task completion.

AI does not invent your achievements. It helps you translate what you already delivered into the language that registers with reviewers. This model is the translation engine.

The Three-Step Model

| Log | Frame | Leverage |
|---|--|--|
| What did you actually do? Your raw material. Do not filter yet. | What was the context? What constraint, challenge, or stakes were involved? | What changed? What did the organisation, team, or client gain? |

The Formula

Action verb + what you did + who or what it affected + measurable or observable outcome

Before and After

| Before | After (same work, different language) |
|--|--|
| Worked on API migration for Client X | Led API migration for Client X, reducing average response time by 40% and enabling onboarding of three new integrations ahead of the committed timeline. |
| Handled support tickets for the banking client | Managed P1/P2 incident resolution for a tier-1 banking client, consistently meeting a 4-hour SLA and preventing two escalations that would have triggered contractual penalties. |
| Completed AWS certification | Completed AWS Solutions Architect certification and applied cloud-cost optimisation techniques directly to Client Y's infrastructure, reducing estimated monthly spend by 18%. |

STEP 2

Collect Your Raw Material

Estimated time: 10 minutes

Spend 10 minutes pulling together everything from the past year before running any prompt. The quality of your appraisal output is directly proportional to what you give the AI to work with. A rich input produces specific, credible bullets. A thin input produces generic ones.

You do not need clean sentences. A rough bullet list of project names, tasks, and anything that stands out is enough for the mega-prompt in Step 3 to work with.

Sources to Check

- Jira / Azure DevOps / Project tracking tool

Filter by your name, last 12 months. Export or copy the list.

- Sent emails

Search by project names, client names, key deliverables. Look for threads where you resolved something.

- Meeting notes

Anywhere you presented, decided, or resolved something important.

- Certifications and courses

Coursera, Udemy, internal LMS, cloud certifications (AWS/GCP/Azure), ITIL, PMP, etc.

- Formal or informal feedback

Client CSAT scores, email appreciation, manager comments from 1-on-1 notes.

- Chat history (Teams or Slack)

Messages where you were tagged for solving something or appreciated for a contribution.

- Code reviews and PRs

For developers and tech leads — approvals given, improvements suggested, patterns introduced.

- Incidents resolved or escalations handled

For support, QA, or operations roles — anything where you stepped in under pressure.

- Work that never made it into Jira

Runbooks, dashboards, templates, process fixes, onboarding guides, ad-hoc analysis.

STEP 3

Run Your Role-Specific Mega-Prompt

Estimated time: 10 minutes

This is the core step. Pick the mega-prompt for your role. Fill the grey-italic placeholders. Paste your raw material from Step 2 where indicated. Run it in any AI tool — ChatGPT, Copilot, Gemini, or Claude.

What comes out is your working set of achievement bullets. Everything in Steps 4–6 builds on this. If you hold multiple roles (e.g., developer who also leads a small team), run the Tech Lead prompt — it covers both.

For Developers / Software Engineers

Challenge: Technical work is deep but invisible to non-technical reviewers. This prompt translates builds, fixes, and code reviews into delivery language.

Copy prompt → fill grey fields → paste into your AI tool

I am a software developer at an Indian IT services company preparing my annual appraisal. Convert my work this year into strong achievement bullets.

My details

Role: *[e.g., Java Developer / Frontend Engineer / Full Stack Developer]*

Project(s): *[Project name(s)]*

Technology stack: *[e.g., Java Spring Boot, React, AWS]*

Team size: *[e.g., 5-person scrum team]*

Level: *[Junior / Mid / Senior]*

My work this year (task list, Jira history, rough notes):

[Paste your raw material here — bullet points are fine]

Additional context

Challenges or tight deadlines I navigated: *[Brief note]*

Recognition or feedback received: *[Optional]*

Instructions: Use the format: [Action verb] + [what I did] + [what it enabled] + [outcome].

Translate technical work so a delivery manager can understand it without dumbing it down.

Suggest credible proxies where metrics are missing. Do not fabricate outcomes.

Output: 6–8 achievement bullets, ready to paste into my appraisal.

For Support Engineers / Application Support Analysts

Challenge: Reactive work is hard to frame as achievement. This prompt reframes stability, resolution speed, and proactive contributions as business value.

Copy prompt → fill grey fields → paste into your AI tool

I am a support engineer at an Indian IT services company preparing my annual appraisal. Convert my year's work into achievement statements that go beyond ticket counts.

My details

Role: *[e.g., L2 Support Engineer / Application Support Analyst]*

Client / domain: *[e.g., Banking client / ERP support]*

Approximate ticket volume this year: *[e.g., ~800 tickets]*

SLA target: *[e.g., P1 within 4 hours, P2 within 24 hours]*

Level: *[L1/L2/L3]*

My work this year (incidents resolved, escalations handled, proactive contributions):

[Paste your raw material here — bullet points are fine]

Additional context

High-impact incidents I resolved: *[Brief description]*

Process improvements or documentation I created: *[Optional]*

Instructions: Frame reactive work as value delivery, not task completion. Highlight SLA compliance, resolution speed, and impact avoidance (escalations prevented, downtime avoided). For proactive contributions, frame as business value. Suggest credible proxies where metrics are missing. Do not fabricate outcomes.

Output: 6–8 achievement bullets, ready to paste into my appraisal.

For QA Engineers / Test Analysts / SDETs

Challenge: Quality is invisible when it works. This prompt shifts the narrative from "found bugs" to "protected delivery."

Copy prompt → fill grey fields → paste into your AI tool

I am a QA engineer at an Indian IT services company preparing my annual appraisal. Help me write achievements that show how my work protected delivery and saved cost downstream.

My details

Role: *[e.g., QA Engineer / Test Analyst / SDET]*

Project(s): *[Project name(s)]*

Testing type(s): *[e.g., Functional, Regression, Automation, Performance]*

Level: *[Junior / Mid / Senior]*

My work this year (test cases, defects found, automation built, process improvements):

[Paste your raw material here — bullet points are fine]

Additional context

High-impact defects I caught before production: *[Brief description]*

Automation or efficiency improvements I introduced: *[Optional]*

Instructions: Frame quality work as delivery protection and business value – not just defect counts. For automation, show time savings and coverage improvement. Highlight what went smoothly because of your work. Suggest credible proxies where metrics are missing. Do not fabricate.

Output: 6–8 achievement bullets, ready to paste into my appraisal.

For Tech Leads / Senior Developers

Challenge: Must demonstrate both technical depth and team enablement. Most tech leads undersell the mentoring and decision-making side.

Copy prompt → fill grey fields → paste into your AI tool

I am a tech lead at an Indian IT services company preparing my annual appraisal. My role spans hands-on technical work and team enablement. Help me write achievements that reflect both.

My details

Role: *[e.g., Tech Lead / Senior Developer / Technical Architect]*

Project(s): *[Project name(s)]*

Team I led: *[e.g., 4 developers, 2 junior QA]*

Level: *[Senior / Lead / Principal]*

My work this year (technical contributions, design decisions, code reviews, mentoring, POCs):

[Paste your raw material here — bullet points are fine]

Additional context

Team outcomes I enabled: *[e.g., faster delivery, fewer defects, junior dev growth]*

Technical decisions I drove: *[e.g., architecture choice, migration approach, tooling]*

Instructions: Cover both technical depth and leadership impact – do not let one overshadow the other. Frame mentoring and guidance as team capability outcomes, not personal traits. Frame technical decisions as risk reduction, delivery improvement, or quality uplift. Suggest credible proxies where metrics are missing. Do not fabricate outcomes.

Output: 7-9 achievement bullets, ready to paste into my appraisal.

For Delivery Managers / Project Managers / Engagement Managers

Challenge: Value lives in coordination, risk management, and relationships — hard to quantify. This prompt translates that work into business outcomes.

Copy prompt → fill grey fields → paste into your AI tool

I am a delivery manager / project manager at an Indian IT services company preparing my annual appraisal. Help me translate coordination, stakeholder management, and risk navigation into business-outcome language.

My details

Role: [e.g., Delivery Manager / Project Manager / Engagement Manager]

Engagement(s): [Client name or project type]

Team size I managed: [e.g., 12-person cross-shore team]

Contract type: [e.g., T&M; / Fixed price / Managed services]

Level: [Manager / Senior Manager / Associate Director]

My work this year (delivery milestones, risks navigated, client interactions, team management):

[Paste your raw material here — bullet points are fine]

Additional context

Key challenges I navigated: [e.g., scope change, attrition, escalation, go-live risk]

Client / stakeholder feedback: [e.g., no escalations, renewal, formal commendation]

Beyond-scope contributions: [e.g., account growth, internal initiative, framework built]

Instructions: Translate coordination and people work into delivery and business outcomes. Frame risk navigation as value protection. Frame team management as delivery performance. Suggest credible proxies where metrics are missing. Do not fabricate outcomes.

Output: 7–9 achievement bullets, ready to paste into my appraisal.

STEP 4

Fill the Three Core Templates

Estimated time: 10 minutes

You now have 6–9 achievement bullets from Step 3. Use them to fill these three templates. Each template maps to a standard appraisal section found across most Indian IT company systems: Technical Contribution, Delivery and Project Impact, and Learning and Development.

Fill the grey-italic placeholders with your specifics. Read once and adjust the flow. The AI output from Step 3 gives you most of the raw material.

Template A — Technical Contribution

During *[appraisal period, e.g., FY 2024–25]*, I contributed to *[number, e.g., three]* key technical initiatives across *[project name(s) or domain]*. My primary focus was *[technical area, e.g., backend development / cloud migration / API integration]*, where I *[action, e.g., designed / built / refactored / optimised]* *[what, specifically]*. This resulted in *[observable outcome, e.g., reduced processing time / improved code coverage / fewer production incidents]*. One initiative I am particularly proud of is *[brief description]*, where my contribution led to *[specific outcome or recognition]*.

Template B — Delivery and Project Impact

I was an active contributor to *[project name / client engagement]* throughout *[period]*. My role involved *[specific responsibility, e.g., managing sprint deliveries / coordinating with offshore teams / handling change requests]*. A key challenge we faced was *[describe challenge]*, which I addressed by *[action taken]*. This helped the team *[outcome, e.g., meet the go-live deadline / avoid a critical escalation / reduce rework]*. Beyond my assigned scope, I also *[one example of going beyond, e.g., initiative taken / knowledge sharing / process improvement]*.

Template C — Learning, Upskilling, and AI Adoption

This appraisal cycle, I invested in building skills in *[area, e.g., cloud computing / AI tools / domain knowledge / leadership]*. I completed *[certification / course / training]* in *[month or quarter]* and applied it directly to *[specific work context]*. I also explored *[AI tool or new method, e.g., Microsoft Copilot / ChatGPT / cloud-native tooling]* and used it to *[practical application, e.g., speed up test case writing / automate a manual report / generate first-draft documentation]*. The impact of this learning was *[observable change in your work or the team's output]*.

STEP 5

Plug Gaps with Prompt Formulas

Estimated time: 5 minutes

For anything the core templates did not cover, these four prompts handle specific gaps. Use only what you need — most people need one or two, not all four.

Prompt 1 — Task-to-Achievement Converter

For tasks that did not make it into Step 3

I am an Indian IT professional preparing my annual appraisal. Convert the following work description into a strong achievement statement. Focus on outcomes and value delivered. Professional but natural tone – no buzzwords.

My role: *[Your role]*

Project: *[Project name or type]*

What I did: *[Plain-language description of the work]*

Context: *[Any constraints — tight deadline, legacy system, team size, client pressure]*

Output: 2–3 achievement bullets ready to paste into my appraisal.

Prompt 2 — Impact Quantifier Without Hard Numbers

For contributions where you lack hard metrics

I worked on *[describe the work]* but do not have exact metrics to cite. Write achievement statements that communicate meaningful impact without fabricating numbers. Use credible qualitative indicators: "significantly reduced", "consistently delivered", "enabled the team to", etc.

Role: *[Your role]*

What I did: *[Description]*

What seemed to improve: *[Your observation — e.g., fewer complaints, faster delivery, less rework]*

Output: 2 polished achievement statements.

Prompt 3 — Project Contribution Summariser

For a specific project that needs its own summary

Summarise my contribution to a multi-month project for my annual appraisal. Keep it to 3-4 sentences. Tone: direct and professional. No buzzwords.

Project overview: *[What the project was about]*

My specific role: *[What you were responsible for]*

Key things I did: *[List 3-5 tasks or decisions]*

Outcome: *[What happened — delivered on time, client satisfied, issue resolved, etc.]*

Output: A 3-4 sentence appraisal paragraph ready to paste.

Prompt 4 — Soft Skill as Business Outcome

For soft skills that need a business-outcome frame

I want to highlight *[soft skill, e.g., communication / problem-solving / mentoring juniors]* in my appraisal, framed as a real business contribution – not a generic trait.

Skill I want to highlight: *[Skill]*

Situation where I used it: *[Brief description]*

What resulted: *[What changed or improved]*

Output: 2 appraisal sentences that make this skill read as a delivery contribution.

STEP 6

Write Your Self-Rating Justification

Estimated time: 5 minutes

The self-rating justification is the paragraph most people write last and write weakest. It is also the one your manager is most likely to reference in calibration discussions.

By this point, your achievement bullets from Step 3 and your template content from Step 4 give you all the raw material you need. Use the prompt below to assemble it into a justification paragraph that is specific, factual, and defensible — not self-promotional.

Prompt 5 — Self-Rating Justification

Write the justification paragraph for my self-rating of *[e.g., Exceeds Expectations / 4 out of 5 / Rating A]*. Keep it factual and specific – not self-promotional, just well-supported. Tone: professional and direct.

My role: *[Role]*

Key achievements this year: *[List 3–4 points from your Step 3 output]*

Areas I grew in this cycle: *[1–2 areas]*

Any recognition or feedback I received: *[Optional]*

Output: A 4–5 sentence self-rating justification ready to paste.

What a strong justification covers

| | |
|----------------------------|---|
| Specific achievement | At least one concrete outcome with a number or an observable result. |
| Scope beyond assigned work | Something you did that was not in your original job description. |
| Learning applied | A skill, certification, or new method you put to use in a real work context. |
| Consistency marker | Evidence that performance was sustained, not a one-time event. One achievement is a data point. Three is a pattern. |

STEP 7

Pre-Submission Checklist

Estimated time: 5 minutes

Before you submit, run through these seven checks. If you can tick all seven, submit with confidence.

- Every bullet uses an action verb
"Led", "Delivered", "Resolved", "Designed" — not "Was involved in", "Assisted with", or "Worked on."
- At least one achievement mentions something beyond assigned scope
An initiative you started, a process you improved, or a problem you solved that nobody asked you to.
- Your learning section has specifics, not just course names
What you learned, where you applied it, and what changed because of it.
- Each bullet is specific enough to be cited in a calibration meeting
If your manager cannot say "this is why" when defending your rating, the bullet is not specific enough.
- You have run at least one prompt formula from Steps 3 or 5
AI-assisted framing materially changes how achievements read. Use it even for one or two bullets.
- Your self-rating paragraph has three or more supporting points
One achievement is a data point. Three is a pattern. A pattern is defensible.
- You have removed the four weakest phrases in Indian IT appraisals
"Worked on", "involved in", "assisted with", "responsible for" — all four must go.

You are ready.

This kit gives you the tools. The achievement bullets, the templates, the prompts — all of it is designed for one purpose: to make sure the work you actually did gets seen, understood, and rewarded.

Appraisals are not the place for false modesty. You did the work. Now articulate it.

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