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## {{ EMPLOYEE NAME }} – Annual Review KPIs

See spreadsheet

{{ LINK TO KPIS EXCEL }}

## #1 ⭐ Clients – Billable

How much work have you done for clients?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} is at {{ PERCENTAGE }}% utilization and has billed ${{ DOLLARS }}**

<https://app.powerbi.com/groups/3fe9ebc5-63d6-4385-820b-adbe178ccfa0/reports/d09cff56-de7f-4387-b863-6208adcd28ae/ReportSection2?experience=power-bi>

## #2 ⭐ Sentiment – Clients

How do clients feel about your work?

e.g. [the three A's](https://github.com/SSWConsulting/SSW.Rules.Content/blob/piers-sinclair-patch-1/being-a-good-consultant)

{{ CLIENT RETRO NOTES }}

## #3 ⭐ Sentiment – Peers

How do your peers feel about your work?

{{ PEERS RETRO SUMMARY }}

## #4 ⭐ Sentiment - State Managers

How does your State Manager feel about your work?

{{ STATE MANAGER RETRO SUMMARY }}

## #5 ⭐ Sentiment - Review Manager

How does your Review Manager feel about your work?

{{ REVIEW MANAGER RETRO SUMMARY }}

## #6 ⭐ Last Year’s Goals Progress (After Prep Tasks)

How well have you done completing the goals from last year?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }}’s Trello**

{{ LINK TO TRELLO }}

## #7 Prospects – Spec Reviews

How many Spec Reviews have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has done {{ NUMBER }} Spec Reviews**

<https://app.powerbi.com/groups/3fe9ebc5-63d6-4385-820b-adbe178ccfa0/reports/2a9e3d15-15cf-4ac7-a72d-25540074553b/ReportSection505e0a36c68b450c0554?experience=power-bi>

## #8 Prospects - Initial Meetings

How many Initial Meetings have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has done {{ NUMBER }} initial meeting**

<https://app.powerbi.com/groups/3fe9ebc5-63d6-4385-820b-adbe178ccfa0/reports/2a9e3d15-15cf-4ac7-a72d-25540074553b/ReportSectionc5a72affb01a15008154?experience=power-bi>

## #9 Exams

How many Microsoft and/or Scrum exams have you done?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has done {{ NUMBER }} exams in the past year**

{{ LINK TO EMPLOYEE BENEFITS }}

## #10 Videos

How many videos and User Groups have you done?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} done {{ NUMBER }} videos**

{{ LINK TO YOUTUBE PLAYLIST }}

## #11 Updates – Rules

How many Rules have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} edited {{ NUMBER }} rules**

{{ LINK TO LIST OF THEIR RULES EDITS }}

## #12 Updates – Intranet

How many updates to standards in the intranet have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} edited {{ NUMBER }} SharePoint items**

{{ LINK TO INTRANET EDITS }}

## #13 Updates – SugarLearning

How many SugarLearning updates have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} edited {{ NUMBER }} SugarLearning items**

{{ LINK TO SUGARLEARNING UPDATES }}

## #14 Sprint Review Emails

How many Sprint Review Emails have you done and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has done {{ NUMBER }} Sprint Review emails in the last year**

<https://app.powerbi.com/groups/3fe9ebc5-63d6-4385-820b-adbe178ccfa0/reports/2a9e3d15-15cf-4ac7-a72d-25540074553b/ReportSection22c757c8959096361314?experience=power-bi>

## #15 CTFs

How many CTFs have you helped with and what was the quality of your contribution like?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} helped with {{ NUMBER }} CTFs**

{{ LINK TO CTF DATA }}

## #16 Helping others

How many ['Checked by xxx'](https://www.ssw.com.au/rules/checked-by-xxx/) emails have you done?

How many people have you mentored?

What other ways have you been helping people?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} did {{ NUMBER }} checked bys**

<https://app.powerbi.com/groups/a6f9af59-ce6c-4da2-b789-49adc1448d38/reports/19c1a49f-29b6-4c7e-bef9-7074526e30f6/ReportSection246a6a701847f354eb89?experience=power-bi>

## #17 Inbox Count

How close is your inbox to 0?

How happy is your Review Manager with your inbox throughput?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has {{ NUMBER }} emails in their inbox**

<https://app.powerbi.com/groups/5c97064b-2208-47fe-97d2-0d45e7dd275c/reports/b9cd879d-1af1-41ef-8318-3a3599de1f1d/ReportSection?experience=power-bi>

## #18 Client Love

How often have you been doing “client love” by following this rule <https://www.ssw.com.au/rules/weekly-client-love/> ?

{{ SCREENSHOT }}

**Figure: {{ EMPLOYEE NAME }} has {{ NUMBER }} emails in their inbox**

<https://app.powerbi.com/groups/3fe9ebc5-63d6-4385-820b-adbe178ccfa0/reports/db5783bf-d5cc-421c-98d6-7e9eff446b9d/ReportSection3509a4e254a1b06df86e?experience=power-bi>

🎉Congrats. You have finished. Now go to the other doc and check off “02”