

# **PERFORMANCE CRITERIA GUIDE**

**Note:** Scoring for each criteria would be out of 10. (Example: 10/10)

**Following aspects will be considered for your Performance:**

## **1. PUNCTUALITY**

- a. Attendance: Regular and timely attendance at meetings, work shifts, and other scheduled events is fundamental. Please make sure to arrive on time and inform me in advance if you anticipate any delays or absences.
- b. Time management: Balancing responsibilities and managing your time effectively is important. I will assess your ability to prioritize tasks, avoid excessive distractions, and meet deadlines consistently.

## **2. QUALITY OF WORK**

- a. Clear standards and criteria: It is essential to establish clear and specific standards and criteria for the work being evaluated. These standards may include factors such as accuracy, completeness, attention to detail, creativity, problem-solving ability, adherence to guidelines, and overall effectiveness.
- b. Measurable outcomes: I will identify measurable outcomes or key performance indicators (KPIs) that align with the goals and objectives of the task or project. These metrics will provide tangible benchmarks to assess the quality of your work.
- c. Attention to detail: Attention to detail is a critical aspect of producing quality work. I will assess whether important details are accurately captured, and if the work is free from errors, typos, or other mistakes that could impact its overall quality.
- d. Problem-solving skills: Your ability to identify and solve problems effectively within your work is essential. I will evaluate your critical thinking, analytical skills, and ability to overcome obstacles or challenges that arise during the process.

## **3. DEADLINES**

- a. Deadlines: Meeting project deadlines is crucial. I will evaluate your ability to deliver work on time and communicate proactively if you anticipate any challenges or require additional support.
- b. Task completion: Completing assigned tasks within the allocated timeframes demonstrates your commitment to deadlines. Please manage your workload effectively and ensure that you meet your commitments on time.

## **4. PROACTIVENESS**

- a. Initiative: I will observe whether you take the initiative to identify and address potential issues or opportunities without being prompted. Proactively suggesting

improvements, proposing new ideas, or taking on additional responsibilities beyond your assigned tasks demonstrates your proactive approach.

- b. Problem-solving: Your ability to proactively solve problems is crucial. I will evaluate how you anticipate challenges and take early action to resolve them. Actively seeking solutions, proposing alternatives, and preventing problems from escalating are important indicators of proactiveness.
- c. Self-motivation: Your level of self-motivation and drive will be considered. Proactive team members are motivated to go beyond the minimum requirements. Actively seeking opportunities for growth, learning, and self-improvement demonstrates your proactive mindset.
- d. Communication: Proactive communication is vital for effective teamwork. I will evaluate how proactively you share important information, updates, or concerns in a timely manner. Seeking clarification or providing feedback to colleagues or stakeholders proactively contributes to the overall success of our projects.

## 5. LEARNING

- a. Continuous improvement: I value a proactive approach to continuous improvement. Actively seeking feedback, taking action to enhance your skills and knowledge, and being open to new ideas and constructive criticism demonstrate your commitment to self-improvement.
- b. Initiative in learning: Your willingness to explore new concepts and technologies relevant to your work is important. Proactively seeking opportunities to expand your knowledge and stay updated in your field showcases your proactive attitude toward professional growth.

## 6. PROFESSIONALISM

- a. Communication: Effective and respectful communication is crucial. I will evaluate how well you express yourself verbally and in writing. Clear, concise, and respectful communication with colleagues, clients, and stakeholders is essential to demonstrate professionalism.
- b. Professional Appearance: Presenting yourself professionally is vital to create a positive impression. I will evaluate whether you dress appropriately and maintain a neat appearance.
- c. Interpersonal Skills: Collaboration and respectful interactions are key aspects of professionalism. I will assess your ability to work well with colleagues, demonstrate empathy, actively listen, and resolve conflicts constructively. How you handle challenging situations or disagreements will be considered.