# Performance Appraisal Report

### *Confidential*

The information in this report is confidential and must not be made known to anyone other than authorised personnel, unless released by expressed written permission. The Information must be considered together with all information gathered in the assessment process.

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| --- | --- |
| **Owner Name:** | Company X |
| **Period Under Review:** | January to 2020-12-31 |
| **Date Extracted:** | 2020-07-16 |

## **Absolute Performance on each perspective**

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| --- |
| * A negative score (below 0%) indicates an extremely low level of performance. Attention is required in such circumstances |
| * A percentile rank of 25 – 49 reflects a relatively low level of employee satisfaction on the element in question by comparison with the representative sample. |
| * A percentile rank of 50 – 74 reflects a fairly condusive environment in respect of the rated element in question by comparing it with the representative sample. |
| * A percentile rank of 75 and above reflects a high level of performance for the rating element in question in comparison with the representative sample. |

## **Summary of Results**

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| --- | --- | --- | --- | --- | --- | --- |
| **Perspective score** |  |  |  |  |  |  |
|  | **Nickel** | **Bronze** | **Silver** | **Diamond** | **Gold** | **Platinum** |
| *Financial* |  | **4.97%** |  |  |  |  |
| *Customer* |  | **3.67%** |  |  |  |  |
| *Internal business processes* |  | **13.91%** |  |  |  |  |
| *Learning and growth* |  |  | **20%** |  |  |  |
| *Overall Score* |  |  |  | **42.55%** |  |  |

**Projects Worked on**

##### **No projects were mentioned**

## **Outstanding Action plans by project**

##### **Balanced Scorecard - Manager: Curthbert Tiriwepi**

* Demonstration with HR leaders in zimbabwe (0%)
* Follow up on feedback about the demo (0%)

##### **IPC Employee Engagement Survey - Manager: Batsirai Soko**

* Sending data collection templates to employees (84%)
* Data coding and analysis (0%)
* Generate Reports and present to management (0%)

##### **Management Accounts Report - Manager: Davison Shamairai**

* Adding June revenue and costs actual in to the template (0%)

##### **Install Solar Panels On The Premise - Manager: Davison Shamairai**

* Look for at least five quotations for batteries and solars (0%)
* Buy and transport equipment to premise (0%)
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##### **PAy Structuring Training - Manager: Batsirai Soko**

* Add new feature (0%)
* Work on new feature. (0%)

## **Performance Improvement plans offered**

##### **No outstanding performance improvement plans were given**

## **Top Ten performers**

## **Correlation on goals over time**