


Performance Review

Year	2023
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The performance Review is a fundamental part of the Globe Performance Management Process consisting of the following steps:

Objective Setting
(Dec. – Jan.)

As a first step, managers and associates determine the quantity and quality of the expected performance in relation of the regular job and the specific objectives and agree how the Globe values and behaviors have to be realized.

See shaded text boxes,

Mid-Year Review
(June – July)

In the middle of the process, a review takes place. In an open dialogue, the performance and the set objectives are being discussed and, if necessary, adjusted. The dialogue has to be confirmed with signatures.

Performance Appraisal
(Dec. – Jan.)

The performance review takes place after the completion of the process. The self-appraisal of the associate is weighed against the appraisal of the manager and discussed. In addition, measures for the personal development is being discussed and agreed on.

Name of Associate	
Personal No.	
Function, Since, Functional Level	
Name of Manager	
Function	
Name of Next Level Manager	
Function	

Copy of the finalized form to HR.

Medical Rep :

Name of Associate		Name of Manager					
Regular Job /Specific Objectives	Evaluation Criteria, Measurements/Perf. Stand.	Date	Weight	Self-Appraisal with Rating*	Manager Appraisal with Rating*		
1-TERRITORIAL CORE Pr. BUDGET ACH% :-	1) Less Than 90% 2) From 90%-100% 3) Above 100%		45%				
2- Customer Coverage Quarterly base and YTD.	1) less 100 % 2) 100 %		15%				
3- AVERAGE PRIVATE CALLS/DAY :-	1-Less than 8 visits In Cairo / Guiza / Alex . , Less than 9 Visits in Upper Egypt , Delta and Canal . 2- 8 visits In Cairo / Guiza / Alex , 9 Visits in Upper Egypt, Delta And Canal . 3) Above 8 visits In Cairo / Guiza / Alex and above 10.5 Visits in Upper Egypt , Delta and Canal		10%				
4- AVERAGE AM CALLS/DAY :-	1-) Less than 12 visits per day 2) 12 Visits per day 3) Above 12 Visits per day		5%				
5- AVERAGE AM SPOTS /DAY :-	1-Less than 2 Spots / Day 2) 2 Spots / day 3) 3 Spots / Day		5%				



6- HCPs Engagements A.V.ACTIONS & GR.MEETING (Minimum 7 doctors in the session in the AV , 5 Doctors in the RTD withPresentation)	1) less than 12/year 2) 12/year . 3) Above 12/year		5%				
7- Coaching Sessions average Scorings	1) less than 3 average Score 2) 3-3.5 average score 3) Above 3.5 average score		5%				
8- IMS data (MKT Share)	1) Less than the National Level 2) As the National level 3) Above the National Level		10 %				
* 1 = partially met 2 = fully met 3 = exceeded			100%	Overall Self-Appraisal (Rating)*		Overall Manager Appraisal	



Performance Review: Values and Behaviors	Year	2023
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Name of Associate		Name of Manager	
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Please identify those values which are relevant for the job by defining the corresponding behaviors/characteristics.	Self-Appraisal of the job-relevant values with Rating*		Manager Appraisal of the job-relevant with Rating*	
Performance Result driven at level of execution, sense of urgency, Leadership and effective communications				
Customer Centricism At level of customer needs satisfaction, active listening & customer relationship				
Innovation Developing any new solutions, ideas or execution methodology that increase productivity, profitability and/or customer loyalty (internal and external)				
Ownership Sense of responsibility, Accountability, Taking the initiative , being proactive, Enthusiasm and willingness to succeed, Sense of belonging, Seeking Excellence, Intrinsic motivation				
Integrity Punctuality, Respecting deadlines, Honesty, Self-discipline, Commitment, Delivering accurate reports and Being reliable				
* 1 = partially met 2 = fully met 3 = exceeded	Overall Self-Appraisal (Rating)*		Overall Manager Appraisal (Rating)*	



Performance Review : Summary

Year

2023

Name of Associate

Name of Manager

Overall Performance Evaluation (Please circle/tick the appropriate box)

Regular Job and Specific Objectives	3 exceeded	3.1 Superior Results, Unsatisfactory Behavior	3.2 Superior Results	3.3 Exceptional Performer
	2 fully met	2.1 Good Results, Unsatisfactory Behavior	2.2 Strong Performer	2.3 Superior Behavior
	1 partially met	1.1 Unsatisfactory Performer	1.2 Good Behavior, Unsatisfactory Results	1.3 Superior Behavior, Unsatisfactory Results
		1 partially met	2 fully met	3 exceeded
Values and Behaviors				

Performance Summary by the Manager

Personal Comments by the Associate



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Dates and Signatures		Date	Signature
Objective Setting	Associate		
	Manager		
Mid-Year Review	Associate		
	Manager		
Comments to Mid-Year Review			
Performance Appraisal	Associate		
	Manager		
	Next Level Manager		

Performance Review : Development Measures

Year

2021

Name of Associate		Name of Manager	
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This page is a tool for the personal development which is an integrated part of the Performance Management System.

Development Plan



Please describe the area for development as you see it.

Area for Development derived from Technical Skills	Area for Development derived from Values & Behaviors	Propose one or more development method/s from blow

Development methods:

1. FULL JOB CHANGE :	Highest impact, usually not recommend as a first option
2. DEVELOPMENT IN ROLE:	Includes projects, task force, temp. assignment this is the essence of development
3. FEEDBACK & COACHING:	Coaching is a powerful way to learn.
4. ROLE MODELING:	Identify colleagues within the organization who excel at the skill or behavior that the individual wishes to develop
5. TRAINING & READING:	These address specific needs of job related knowledge and skills transfer (technical skills), of least impact . (please don't mention a training name, only skill or knowledge gap).
Important note: if you choose methods 2,3 or 4, please attach an <u>action plan</u>. If you choose reading as a development tool, please contact the training centre to get the appropriate <u>materials</u>.	


Personal Comments by the Associate

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		Date	Signature
Dates and Signatures	Associate		
	Manager		

Performance Review : Additional Feedback		Year	2023
Name of Associate		Name of Manager	

This page is a tool for obtaining feedback on the performance of associates by mutually nominated project managers, matrix managers, internal customers or others. For the performance review, this feedback is to be taken appropriately into consideration by the manager.

Name of the person giving Feedback (Project Manager/Matrix Manager/Internal Customer, etc.)	
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Performance Feedback

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Values and Behavior Feedback

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		Date	Signature
Date and Signature	Feedback from		