

QODIVA 360 Degree Feedback

Individual Report

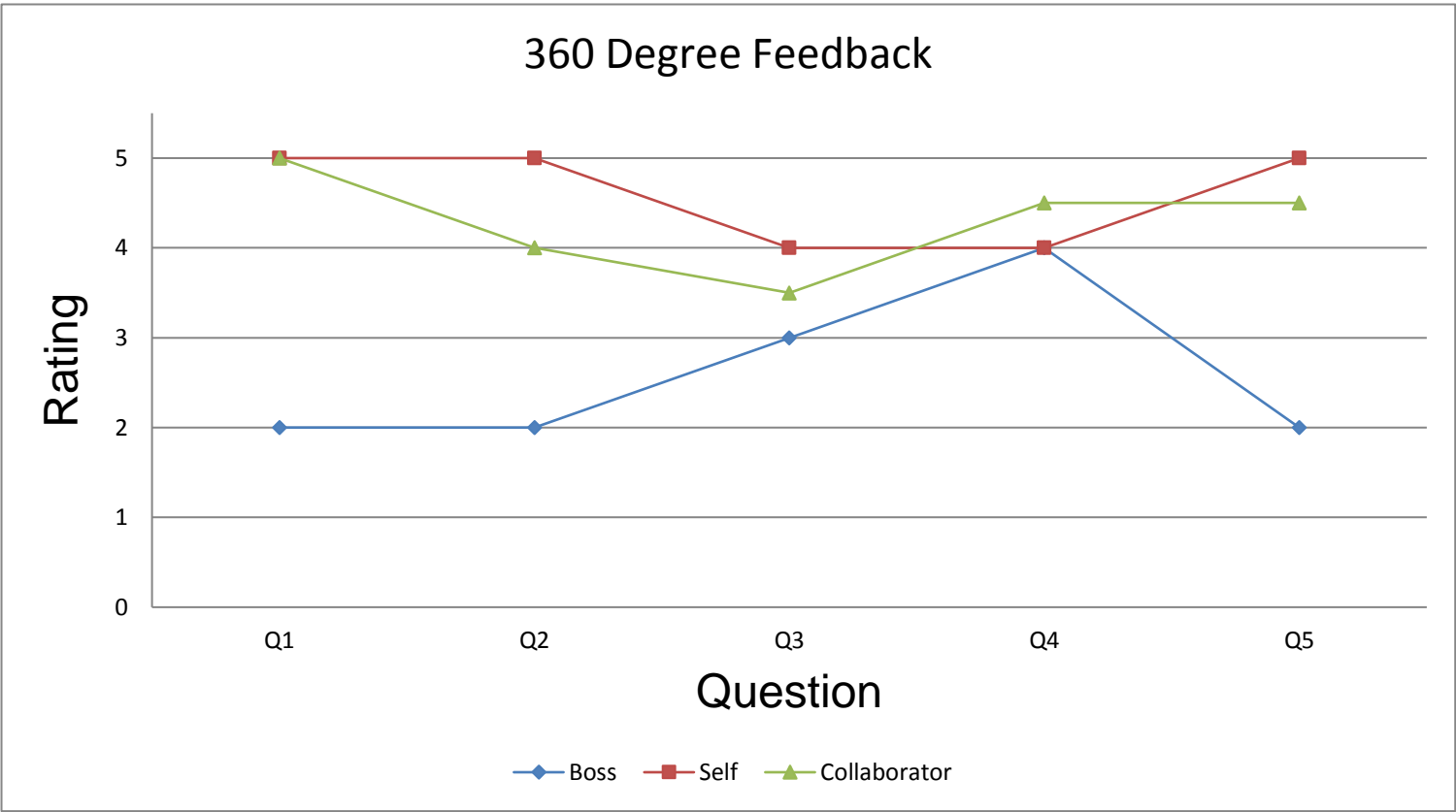
Evaluation Code: 201612
second review in the 2016

Staff ID: GD00305
Name: Chin Yee Mei
Department: Finance
Position: Executive Administrator

As you review this report, remember the following two items:

1. Take a balance view
Straight feedback is a priceless gift. Don't spend time guessing who gave you low scores or hostility toward people who responded. Thank them for taking the time to give you feedback, then use the data in a balanced effective way to improve your competency.

2. Make an action plan
Use the data a part of your continued effort to become a better performer



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| | | Boss | Self | Subordinate | Avg. |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-------------|----------|
| Q1 | Consider the degree to which an activity is completed or a result produced, at the earliest time desirable from the standpoints of coordinating with the outputs of others, maximizing the time available for other activities. | 2 | 5 | 5 | 4.00 |
| Q2 | Consider neatness, accuracy, and dependability of results regardless of volume. | 2 | 5 | 4 | 3.67 |
| Q3 | Consider the volume of work produced under normal conditions. Disregard errors. | 3 | 4 | 3.5 | 3.50 |
| Q4 | Consider the degree to which you carry out a job function without either having to request supervisory assistance or requiring supervisory intervention. | 4 | 4 | 4.5 | 4.17 |
| Q5 | Consider the degree to which you promote feelings of self-esteem, goodwill, and cooperativeness among co-workers and leaders. | 2 | 5 | 4.5 | 3.83 |
| | Total Marks | 13 | 23 | 21.5 | 19.16667 |
| | Average Marks | 2.60 | 4.60 | 4.30 | 3.83 |

Strengths (Please state 2-4 of the evaluatee's strength areas)

Self:

- Proactive in understanding organization mission and target
- Strong ownership on projects and strive for excellence despite of obstacles
- Contribute ideas to the team, and willing to provide guidance to new join teammates
- Willing to seek first to understand the perspectives of others

Evaluators:

Stella is independent and able to handle things well on her own. She will not be panic in crisis but seeks solutions in first place. She shows a good role model as a senior teammate.

Planning

- Stella is very helpful in providing effective advice based on her past experience and end-in-mind to create the greatest synergy. She is good at organizing projects and consolidating parts from teammates, in a timely and quality manner.
- provide recommendation to team when teammates encounter obstacles
- always follow timeline in work progress and do the best to meet the timeline

Area(s) for Improvement (Please state the main area(s) that you would like the evaluatee to improve)

Self:

- Improve both people management and time management skill
- Get more insights from competitors
- Need to have better understanding on Beauty Service business model

Evaluators:

- As the team is growing larger, Stella can take up the role in supervising teammates and learn the skill of people management

Communication

- Seek first to understand, then to be understood, open herself more will be a great help for Stella to communicate smoothly with internal and external parties, so as to gain trust and respect from others.
- can be more proactive in assisting teammate