

# NexaCore Solutions Annual Performance Review (APR)

Employee: [Employee Name]  
Role: [Employee Job Title]  
Department: [Department Name]  
Review Period: [Start Date] - [End Date]  
Reviewer: [Manager Name]  
Date of Review: [Date]

## Part 1: Performance Against Objectives (PAO)

Relate performance directly to the use of AI/automation tools and the company's "Simplifying operations" mission.

| Objective Category       | Target/Goal (from previous review)  | Manager Rating (1-5) | Employee Comments |
|--------------------------|---|----------------------|-------------------|
| Technical/Core Skill     | [E.g., Successfully deploy 3 new AI features in Q3/Q4.]                                 | [Rating]             | [Employee Input]  |
| Automation & Efficiency  | [E.g., Reduce manual workflow steps for client onboarding by 25% using NexaCore tools.] | [Rating]             | [Employee Input]  |
| Collaboration & Teamwork | [E.g., Lead cross-functional documentation efforts for the new API v2 release.]         | [Rating]             | [Employee Input]  |
| Client/Stakeholder Focus | [E.g., Maintain CSAT score of 90%+ across all managed accounts.]                        | [Rating]             | [Employee Input]  |

Overall PAO Score (Manager): \_\_\_\_\_

## Part 2: Competency Assessment

Rate employee on core competencies (1=Needs Improvement, 5=Exceeds Expectations).

| Competency Area               | Rating   | Manager Justification  |
|-------------------------------|----------|--|
| Problem Solving (AI-Centric)  | [Rating] | Ability to analyze complex enterprise problems and propose AI/automation solutions.      |
| Adaptability & Learning       | [Rating] | Ability to quickly learn new programming languages, cloud services, or AI frameworks.    |
| Communication & Presentation  | [Rating] | Clarity in presenting technical or sales concepts to internal and external stakeholders. |
| Cultural Agility (MENA Focus) | [Rating] | Effectiveness in navigating diverse regional business cultures and expectations.         |

## Part 3: Development Plan & Next Steps

### 3.1. Strengths to Leverage

[Manager/Employee agreement on 3 key strengths.]

### 3.2. Areas for Development

[Specific skills or behaviors requiring focus. E.g., Advanced Python for Data Science, Negotiation Skills.]

### 3.3. Training & Resources

| Action Item | Target Completion Date |
|-------------|------------------------|
|-------------|------------------------|

|   |           |
|---|-----------|
| [E.g., Complete AWS Certified Cloud Practitioner training.]     | [Date]    |
| [E.g., Bi-weekly 1:1 mentorship sessions with Head of Product.] | [Ongoing] |

## Part 4: Sign-Off

Employee Signature: \_\_\_\_\_ Date: [Date]

Manager Signature: \_\_\_\_\_ Date: [Date]

HR Representative: \_\_\_\_\_ Date: [Date]