

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]