



Performance Appraisal 2024



Highlights

- 01.** Background
- 02.** Timeline & Flow
- 03.** Tips to do Self-Assessment Review

Background



Since it's the year-end, this is a crucial period for **finalizing Key Performance Indicator (KPI)** and ensuring alignment with the **Performance Appraisal (PA)** process.

What is PA?

PA is a way for companies to check in on how each employee has been doing over the past year. Think of it as a friendly review that looks at all the great **things you've accomplished, the skills you've shown, and areas where you can keep growing**. It's based on your goals and what you set out to achieve.

This isn't just about the company looking at your work—it's a chance to celebrate wins, get useful feedback, and set new goals together so that you can shine even brighter next year.

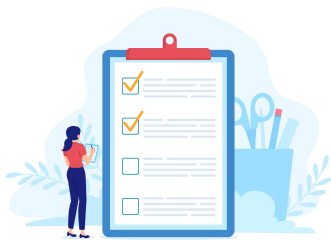
We conduct performance reviews twice a year, one in middle of the year—a progress checkpoint to evaluate performance, adjust goals, and provide early feedback. The other at the end of the year—a comprehensive review that ties up the year, ensuring KPIs and performance are assessed and aligned with overall goals.

Why PA Important?

- **Performance Measurement** : KPIs are metrics that help assess how well you have performed your roles throughout the year.
- **Supporting Performance Appraisal** : Your KPIs play a big role in your PA. It helps highlight your accomplishments, contributions, and where you can improve.
- **Preparing for Feedbacks** : Reviewing KPIs provides tangible evidence for discussions during PA sessions, making feedback more objective and actionable.

Timeline & Flow





W3 Nov : 19 – 22 Nov

**Self-Assessment
Review**



W4 Nov : 25 – 29 Nov

**1 on 1 Session
w/ your direct reports**



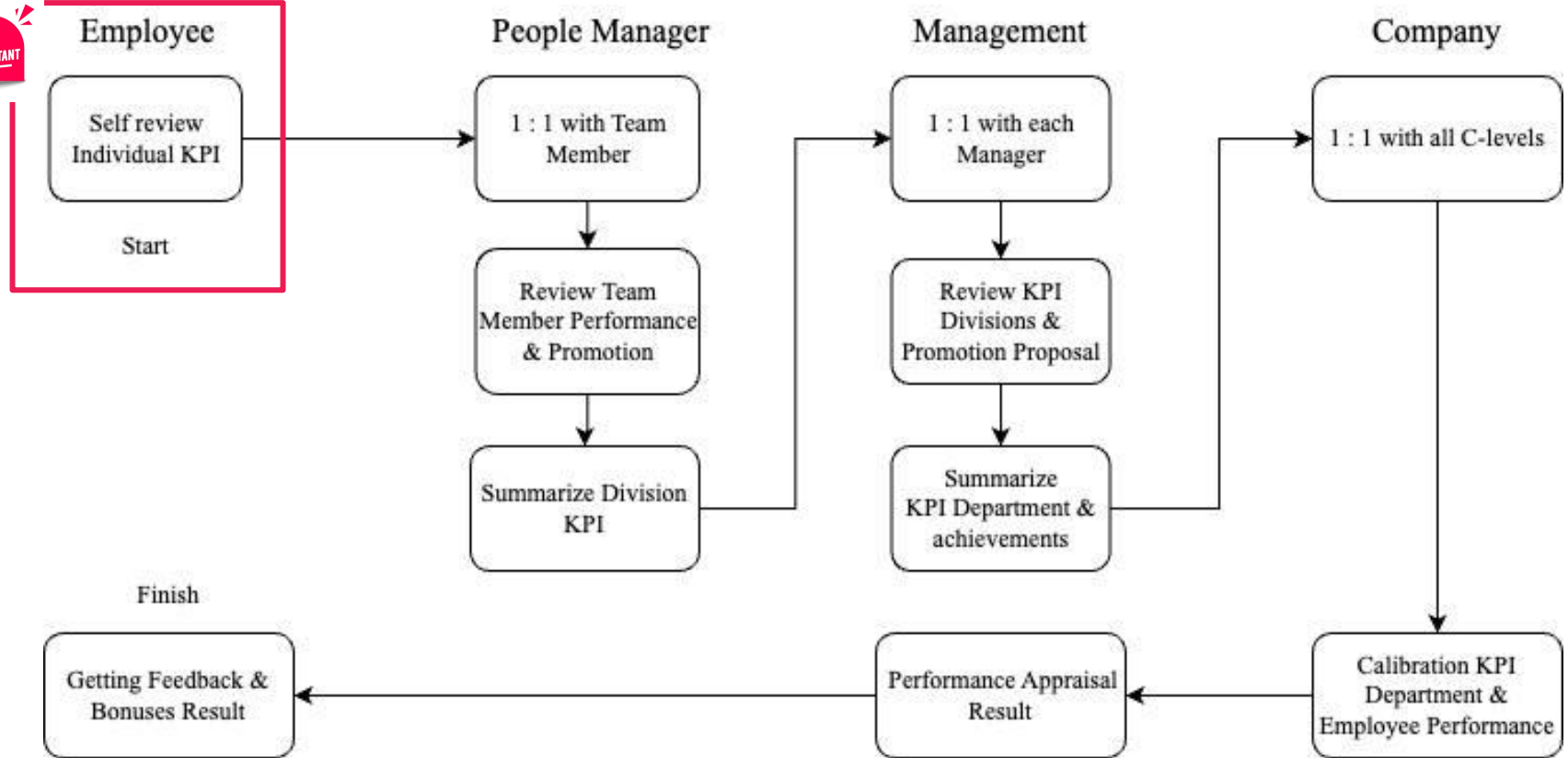
W4 Jan

**Performance 2024
Results**

Action Needed :

- **Do** Self-Assessment Review in your KPI documents
- **Make sure** the self-review is completed before the 1 on 1 session with your direct reports
- **Remind** your direct manager for 1 on 1 dialogue sessions
- **Focus** on presenting your achievements, discussing challenges, and proposing goals for future improvement.

*Year-End Appraisal is applicable for all **full-time/ permanent EDTS employees** who joined on/before **30 September 2024**



Self-Assessment Review

Tips to Do



Objectives : conducting a Self-Assessment review can be a valuable process for reflecting on your **accomplishments, identifying** areas for **growth**, and **preparing** for **constructive discussions** with your direct manager.

Here's some guideline for conducting self-assessment review :

Step 1 : Review the weight and target on each KPI

Step 2 : Evaluate your Performance during this year

Step 3 : Calculate the weighted score

Step 4 : Provide comments and context of each KPI and explain about your score

Step 5 : Acknowledge your challenges and addressed them

Step 6 : Write your personal development and goals for the next year

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No	KPI	Weight	Target	Current Score	Comments	Challenges	Goals
1	XX	70%	YY	60%	I rate my score 60% on this project, mainly because of the challenges I faced. I will work on harder to reach the goal more effectively next time.	I faced challenges in quickly learning and adapting to new tools/software, which slowed my productivity.	I will dedicate time each week to learn new technologies relevant to my work and attend training sessions or webinars to enhance my technical skills.
2	XX	30%	YY	30%	I'm satisfied with my progress in this project, where I met the objectives fully. This was due to preparation and execution well by team too.	I sometimes struggled with juggling multiple high-priority tasks, leading to a drop in the quality of my work.	I will set clearer priorities for each project and communicate any resource constraints to my manager.
Total Score		100%		90%			

Step 3 : Calculate the weighted score

Step 4 : Provide comments and context of each KPI and explain about your score. **You may also attach your supporting evidence.**

Step 6 : Write your personal development and goals for the next year

You can add an additional table on your KPIs if needed, to reflect on your challenges and goals.

Thank you

Any Questions?

Please contact Kezia/Claudia/Kiara by Telegram

