| Name: | Miao Liu | ID: | p100535 |
|---|---|---|---|
| Department: | Information Technology | Employment Type: | Permanent |
| ACR Grade: | P1 | | |

## Key Performance Indicators

Key Performance Indicators Descriptions :

"Financials", "Build", "Governance/Risk" and "People" are four main themes derived from the Corporate and Underwriting Principles that capture the corporate focus and priorities and serve to align individual's Key Performance Indicators (KPIs) to achieving the Corporate KPIs and Corporate Vision. KPIs are manually set goals and metrics that measure individual's achievements and progress.You will need to set at least 1 or more KPI within each of the four main themes.You are to complete the form and initiate discussion with your Manager.Once you have submitted the form to your Manager, your Manager will complete the relevant sections. All submissions and comments will be tracked.

Performance Rating Descriptions :

5 - Far Exceeds Expectations (Exceptional/ Outstanding Performer)
4 - Exceeds Expectation (Strong Performer)
3 - Meets Expectation (Solid Performer)
2 - Improvements Needed (Under Performer)
1 - Poor/Does not meet expectation

## Financials

| Key Performance Indicator | Priority | Performance Target | Comments |
|---|---|---|---|
| testpdf | Low | 1)asdasda<br><br>2) ddd & adasd<br><br>3) asdasdasd | |
| | | | |

## Build

| Key Performance Indicator | Priority | Performance Target | Comments |
|---|---|---|---|
| 222 | Low | 222 | |

| | | | |
|---|---|---|---|
| | | | |

## Governance/Risk

| Key Performance Indicator | Priority | Performance Target | Comments |
|---|---|---|---|
| 333 | Low | 333 | |
| | | | |

## People/Leadership

| Key Performance Indicator | Priority | Performance Target | Comments |
|---|---|---|---|
| 444 | Low | 444 | |
| 222 | Low | 222 | |
| | | | |

## Core Values

ACR Core Values :
The ACR Core Values guides our behaviours, the way we conduct business and how we treat our clients and colleagues. Living the values is essential to creating and reinforcing our corporate values.

All Core Values (RIPPLES) must be evaluated for the year.

Core Value Ratings :

| Rating | Rating scale descriptors |
|---|---|
| | •Champions RIPPLES in one or more areas |
| | •Fully Meet Expectation |
| | •Areas of Improvement required |
| | •Does not meet Expectation |

Responsibility

| Core Competency: |
|---|
| 1. Teamwork/Collaboration |
| 2. Responsible/Information Sharing |
| 3. Interpersonal Sensitivity |
| 4. Networking/ Partnering |
| 5. Acts responsibly in relation to team, colleagues, management and clients |
| 6. Develops an understanding of other departments and supports cross-department initiatives |
| 7. Promotes team spirit and cooperation among team members, and fosters coordinated team efforts |
| 8. Keeps team members promptly informed about information or decisions that affect them |
| 9. Treats others equally with courtesy, consideration and respect regardless of background, status or circumstance |
| 10. Collaborates with external parties and actively builds and maintains working relationships across departments at all levels |

| Performance Target | Comments |
|---|---|
| | |
| | |
| | |

Integrity

| Core Competency: |
|---|

1. Organizational Commitment / Alignment

2. Integrity / Moral courage

3. Open & transparent

4. Self awareness

5. Places organizational interests before self, and does not intentionally act for personal gain and to the detriment of others / organization

6. Shows moral courage to raise questions and challenge upon identifying issues

7. Practices impartiality and does not abuse authority when dealing with junior levels

8. Supports rather than criticizes unpopular but necessary decisions made by leaders

9. Takes responsibility to resolve conflicts at the team level

10. Displays candor and assesses oneself accurately and realistically

| Performance Target | Comments |
|---|---|
|  |  |
|  |  |
|  |  |

Passion

| Core Competency: |
|---|

1. Initiative / High energy

2. Positive attitude

3. Perseverance / Resilience

4. Self motivated / Motivates others

5. Demonstrates physical and mental stamina to achieve goals despite multiple demands

6. Proactively seeks and seizes opportunities to improve overall performance of department

7. Generates a positive outlook and copes effectively despite pressure

8. Actively gets involved to help team when faced with major obstacles / setbacks

9. Multi-tasks effectively when faced with competing and multiple demands

10. Motivates and energizes team, and finds way to rekindle flagging spirit

| Performance Target | Comments |
|---|---|
|  |  |
|  |  |
|  |  |

Professionalism

| Core Competency: |
|---|

1. Technical competence

2. Communicating effectively

3. Influence / Negotiation

4. Responsiveness / Continuous improvement

5. Exhibits intermediary knowledge of technical area. Demonstrates capability to perform advanced technical assignments

6. Communicates effectively and ensures understanding by checking with team members

7. Adapts personal communication style to suit the needs and concerns of different stakeholders

8. Applies effective persuasion skills to bring about consensus and win-win solutions

9. Identifies new opportunities for improving department operations and evaluates the feasibility of implementing them

10. Draws on capabilities within and outside of the department to ensure service delivery to the client and makes recommendations for improvements

| Performance Target | Comments |
|---|---|
|  |  |
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|  |  |

Long-term Sustainability

Core Competency:

1. Strategic Thinking

2. Long term outlook / implications

3. Continuous learning

4. Developing Others

5. Thinks on a broad canvas, adopts a "what-if" mindset and attempts to see from a broader perspective

6. Aligns department / team initiatives / plans with ACR's longer term strategic goals

7. Proactively learns and applies new concepts, knowledge and technology that pertain to one's own professional area in the workplace

8. Encourages team to acquire new skills, knowledge and competencies

9. Takes the lead in training and imparting one's knowledge and experience to team members

10. Recognizes the potential of others and actively seeks and provides opportunities to develop them

| Performance Target | Comments |
|---|---|
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|  |  |
|  |  |

Excellence

| Core Competency: |
|---|

1. Plan & Organize

2. Quality work / Methodical

3. Results-oriented / Conscientious

4. Managing performance

5. Develops comprehensive project plans and puts in place contingencies where needed

6. Builds checkpoints, milestones and controls into projects

7. Defines clear and stretch goals for the team / department and keeps the team focused

8. Takes charge and steers self and others towards task completion without compromising quality

9. Monitors and keeps team members focused on results, taking into account cost, timeliness, impact and quality

10. Provides constructive feedback to help others improve and address performance issues

| Performance Target | Comments |
|---|---|
|  |  |
|  |  |
|  |  |

Solution Seekers

Core Competency:

1. Embrace / Manage change

2. Creative,  out-of-box thinking

3. Problem solving / analysis

4. Judgment / Decision making

5. Acts as a catalyst for change as well as embraces change while helping others to adjust or overcome resistance to change

6. Appropriately challenges the status quo to create constructive change and redefines underlying assumptions and problem definitions

7. Grasps the interdependencies between different aspects of the problem and identifies the perspectives of those affected by it

8. Contributes ideas and facilitates effective brainstorming among team members

9. Draws accurate inferences from information provided and weighs up the options before making decisions

10. Makes logical and well considered judgments as well as generates alternatives from the available information and analysis

| Performance Target | Comments |
|---|---|
|  |  |
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|  |  |

Performance Coaching and Review

| Employee's areas of strengths: |
|---|
|  |

**Employee's areas for improvements and developmental needs**

| Comments |
| --- |
| |

Career Development

| Short-term Career Goals: |
| --- |
| |

| Career Development Plan: |
| --- |
| |

| Learning and development: |
| --- |
| |

| Comments |
| --- |
| |