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| **Performance Review & Development (PRD) PRD Year：2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Employee Personal Data (Please fill by employee)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BU/Function | | | |  | | | | | | | Dept./Cost Center | | | | | | | |  | | | | | | | | Location | | | | | |  | | | | Objective Setting Date | | | | | |  | | | | | | |
| Employee No. | | | |  | | | | | | | Name | | | | | | | |  | | | | | | | | Grade | | | | | |  | | | | On boarding date | | | | | |  | | | | | | |
| Line Manager | | | |  | | | | | | | Matrix Manager | | | | | | | |  | | | | | | | | 2nd Level Manager | | | | | |  | | | | Start date-Current Job | | | | | |  | | | | | | |
| **Instruction** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procedure | | **Planning(Jan-Mar)：**Employee and his line manager discuss and finalize Goal Setting (Item 1) and Individual Development Plan (IDP, Item 2); Manager should help employee to understand the requirement of behavior competence (Item 3)  **Mid-Year Review (Jul-Aug) :** Employee and Manager should review the progress of goal achievement & IDP and comments on the item 1 and item 2.  If employee need to revise goal setting, please update on item 1 (Adjustment if agreed with manager.)  **Year-End Assessment (Nov-Jan):** Employee self-evaluation -->Line Manager evaluation and rating on goal achievement (Item 1, 4); Employee self-comment and line manager comment on IDP (Item 2) and Behavior of competency (Item 3).  **New Employee:** Fill in this form after probation. Employee who join TYM after Oct 1, the rating will be #3 unless he has outstanding performance or underperforming. Line manager should provide justification for exceptions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rating Scale 1-5 | | Rank | | | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | **Outstanding c**ompletion of job responsibilities. Extraordinary accomplishments and results against goals. Constantly stretches and make extra performance beyond the expected. The employee’s overall contribution is clearly extremely excellence and can be role model for others. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | **Highly Effective** in fulfilling job responsibilities. Considering the degree of difficulty of goals, resources available, and changes throughout the year, excelled in accomplishments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | **Performing** well in fulfilling job responsibilities and finds ways to ‘raise the bar’ on (continuously improve) own performance AND considering the degree of difficulty of goals, resources available, and changes throughout the year, accomplishments against goals were fully satisfactory. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | **Need Improvement** in meeting on-going job responsibilities and / or improvement needed in results and accomplishments. May be responsive, but needs to increase initiative and find ways to continuously improve. Increased coaching, feedback and/or an improvement plan may be appropriate steps for reaching improvement. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | **Unsatisfactory** Significant gaps in fulfilling job requirements and/or achieving results. Immediate and sustained improvement required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year-End Assessment | | | | | Based on Goals Achievement Assessment 100%. No need to rank for behavior of competency. If any exceptional behaviors, manager can adjust the rating of goal achievement. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **1、Goal Setting** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Everyone‘s goal setting should cover these 4 scopes below, each scope should be one item at least. Reflect 5 – 6 key priorities (max. 8, min. 4).  Weighing between 10% (min.) and 60% (max.) for each goal, add up to 100%. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Goal Setting** | | | | | | | | | | | | | | | | | | | | | **Mid-Year Review Comments** | | | | | | | | | | | **Year-End Assessment Comments** | | | | | | | | | **Year-End Rating**  **(1-5)** | | | | | | | |
| Goal | | | Measurement | | | | | | Completion Date | | | | | | | Weighting  (%) | | | | | Employee | | | | | Manager | | | | | | Employee | | | | Manager | | | | | Employee | | | | | Manager | | |
| **Professional / Financial** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Customer** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Operation** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Organization** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Others** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2、Individual Development Plan (IDP)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |  | | |  | | | | | |  |
| Create the development plan to help you to achieve the goal/KPI and develop your capability to next position. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Development Plan**  **(Knowledge/Skill/Ability...)** | | | | | | | | | | **Actions** | | | | | | | | | | **Completion Date** | | | | | | | | | | | **Accomplishments(Mid-Year/Year-end)** | | | | | | | | | | | | | | | | | | |
| **Employee** | | | | | | | **Manager** | | | | | | | | | | | |
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| **Goal Setting** | | | | |  | | | | |  | | | | |  | |  |  | | | |  |  | | | | | | | | | | | |  | | | |  | |  |  | | |  | | | | |  |
| Employee's Signature | | | | | | |  | | | | | | Manager's Signature | | | | | | | | | | |  | | | | | HR Manager's Signature | | | | |  | | | | | | |  |  | |  | | |  | | | | | |  |
| Date | | | | | | | Date | | | | | | | | | | |  | | | | | Date | | | | |  | | | | | | |  |  | |  | | |  | | | | | |  |
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| **Mid-Year Review** | | | | |  | | | | |  | | | | |  | |  |  | | | |  |  | | | | | | | | | | | |  | | | |  | |  |  | | |  | | | | |  |
| Employee's Signature | | | | | |  | | | | | | Manager's Signature | | | | | | | | | | | |  | | | | HR Manager's Signature | | | | | | |  | | | | | |  |  | | |  | | | | |  |
| Date | | | | | | Date | | | | | | | | | | | | Date | | | | | | |  |  | | |  | | | | |  |
| **3、Behavior of Competence** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manager should help employee to understand the requirement of behavior competence and give comments at Year-end assessment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Behavior of Competence** | | | | | **Description** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Year-End Assessment Comments** | | | | | | | | | | | | | | |
| **Employee** | | | | | **Manager** | | | | | | | | | |
| Trust & Honest | | | | | Honesty builds trust. Being true to your word, keeping your promises, and making sure that you do whatever it is you say will do are all that it takes for people to see you as a reliable, dependable, and trustworthy person. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
| Team Work | | | | | Teamwork involves working confidently within a group, contributing your own ideas effectively, taking a share of the responsibility, accepting and learning from constructive criticism and giving positive, constructive feedback to others. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
| Accountability | | | | | Demonstrates a high level of responsibility of the job.  Owns up to own words and actions. Takes personal responsibility for seeing efforts through to completion and/or decisions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
| Integrity | | | | | Fully comply with the law and the company’s regulations with the principle of ethics and integrity, and gain the trust of others by taking responsibility for own actions and telling the truth. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | |
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| **4、Year-End Assessment Overall Comments** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employee Self** | | | | | | | | | | | | | | | | | | | | | | **Line & Matrix Manager** | | | | | | | | | | | | | | | | | | |  |  | | |  | | | | |  |
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| Employee's Signature | | | | | | | |  | | | | | | Manager's Signature | | | | | | | | | | |  | | | | | HR Manager's Signature | | | | |  | | | | | |  |  | | |  | | | | |  |
| Date | | | | | | | | Date | | | | | | | | | | | Date | | | | |  |  | | |  | | | | |  |
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**After completing all the process, line manger submit the form in hard copy to site HR manager for filing.**