## BitMascot Pty. Ltd.

Performance Evaluation: **Self**

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| **Section I** | Staff and Evaluator Information |
| **Name:** |  |
| **Title:** |  |
| **Review Period:** |  |
| **Evaluator:** |  |

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| **Performance Rating Legend** | **Use The Following Performance Ratings** |
| 1. **Outstanding**   ***(Consistently exceeded expectations)*** | This rating should be used to indicate performance in which quality, quantity and approach to work were exceptional and beyond expectation on a consistent basis. |
| 1. **Excellent**   ***(Always met and often exceeded expectations)*** | This rating should be used to indicate performance in which quality, quantity and approach to work always met expectations and often went beyond. |
| **3. Fully Met Expectations** | This rating should be used to indicate performance in which quality, quantity and approach to work met expectations on a consistent and sustained basis. |
| **4. Met Expectations With Some Exceptions** | This rating should be used to indicate performance that generally met but did not always meet expectations for quality, quantity and approach to work – where good performance was not always sustained and improvement will be necessary to consistently meet expectations in the future. |
| **5. Did Not Meet Expectations** | This rating reflects a performance where quality, quantity and approach to work did not meet expectations and where significant improvement will be required. |
| **6. N/A** | Not Applicable |

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| **Section II** | **Please use the section below to describe your performance accomplishments, objectives or job responsibilities for – evaluation period.** | **Supervisor’s Comment** |
| Performance Accomplishment 1 | | |
| **Describe Accomplishment 1:** | **Development of SEO knowledge:** Developed a satisfactory level of SEO knowledge. For example, now I know how to build rich backlinks, how to create SEO optimized contents, how social media engagement benefits a business etc. Now I know what parameters google consider as ranking factor, what are the organic ways to improve websites rank and what should not be done when doing SEO. And, I am keen to learn more. |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_✓\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** | There are a lot of things, parameters and tactics of SEO to learn about. I believe that If I get the time and scope I will be able to grab all the tactics of SEO and become a pro. SEO analyst. |  |
| Performance Accomplishment 2 | | |
| **Describe Accomplishment 2:** | **Personal achievement:** Before I was a bit of worried about my career. Could not set my objective because my goal was not set. No, I can easily set up my objective and go towards achieving my goal. I have obtained the confidence to become an SEO expert and I am satisfied with what I am doing. |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** | Looking forward to gaining more knowledge and experience to build a challenging career. |  |
| Performance Accomplishment 3 | | |
| **Describe Accomplishment 3:** |  |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** |  |  |
| Performance Accomplishment 4 | | |
| **Describe Accomplishment 4:** |  |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** |  |  |
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| **Section III:**  **Core Competencies** | **Self-Evaluation** | **Supervisor’s Comment** |
| **Teamwork** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Written Communication Skills | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Oral Communication Skills | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Analytical Skills | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Writing Skill | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Punctuality** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Technical Knowledge | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Deliver high quality, accurate work | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Meeting project deadlines | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Developing Innovative Ideas | **(1) \_\_\_\_ (2) \_\_\_\_ (3) \_\_✓\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Research and Implementation** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Proactively anticipates and fulfils client needs | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Displays awareness of client’s business** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Proactively anticipates potential obstacles & develops solutions** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Identifies potential to expand services with existing clients** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Overall comments on Core Competencies (done by Individual)** | Need to study more on communication skills and innovative ideas. |  |

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| **Section IV:**  **People Development Skills** | **Self-Evaluation** | **Supervisor’s Comment** |
| **Willingness to learn & develop new skills** | **(1) \_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Co-operation | **(1) \_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Respect | **(1) \_\_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Overall comments on Strategic Competencies *(done by individual)*** |  |  |

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| **Individual:** | **Signature:** | **Date:** |

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| **Supervisor’s Overall Comment:** | |
| **Signature:** | **Date:** |

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| **Manager’s Overall Comment:** | |
| **Signature:** | **Date:** |