

ROBOTICS DIVISION PERFORMANCE REVIEW TEMPLATE

ROBOTICS DIVISION PERFORMANCE REVIEW

NaviFloor Robotics, Inc.

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1. PURPOSE AND SCOPE

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1. This Performance Review Template ("Template") establishes standardized

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2. This Template applies to all full-time and part-time employees within the

2. EVALUATION PERIODS

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1. Regular Performance Reviews shall be conducted:

- a) Bi-annually (June and December)
- b) Upon completion of major project milestones
- c) At the conclusion of the probationary period
- d) As required for promotion consideration

3. CORE COMPETENCY ASSESSMENT

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1. Technical Expertise (40% weight)

-

AMR system architecture knowledge

-

LiDAR and depth-sensing proficiency

-

Navigation algorithm development

-

Multi-surface terrain mapping capabilities

-

Robot fleet management systems

-

Safety protocol implementation

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2. Project Execution (30% weight)

-

Project milestone achievement

-

Technical documentation quality

-

Code quality and documentation

-

System deployment efficiency

-

Client implementation success

-

Problem-solving effectiveness

-

3. Innovation and Research (20% weight)

-

Patent contributions

-

Research publication participation

-

Technical innovation proposals

-

Process improvement initiatives

-

Cross-functional collaboration

-

Knowledge sharing

-

4. Professional Development (10% weight)

-

Certification advancement

-

Training completion

-

Industry conference participation

-

Mentorship activities

-

Team leadership

4. PERFORMANCE RATING SCALE

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1. Performance shall be rated on the following scale:

5 - Exceptional (Consistently exceeds expectations)

4 - Above Expected (Often exceeds expectations)

3 - Meets Expected (Fulfills all job requirements)

2 - Needs Improvement (Below expected performance)

1 - Unsatisfactory (Significant performance issues)

5. REVIEW PROCESS

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1. Pre-Review Requirements

a) Employee self-assessment submission

b) Project lead feedback collection

c) Peer review documentation

- d) Technical achievement portfolio
- e) Client feedback compilation (if applicable)

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2. Review Meeting Protocol

- a) Performance data review
- b) Goal achievement assessment
- c) Technical competency evaluation
- d) Career development planning
- e) Action item documentation

6. DEVELOPMENT PLANNING

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1. Required Elements

- - 8 -

Technical skill advancement targets

-

Project responsibility expansion plans

-

Leadership development objectives

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Research and innovation goals

-

Professional certification targets

-

2. Timeline and Milestones

-

6-month development objectives

- - 9 -

12-month career progression targets

-

Long-term career path planning

7. COMPENSATION REVIEW

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1. Performance Rating Correlation

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Exceptional: 10-15% increase consideration

-

Above Expected: 5-10% increase consideration

-

Meets Expected: 2-5% increase consideration

- - 10 -

Needs Improvement: No increase

-

Unsatisfactory: Performance improvement plan

-

2. Additional Compensation Considerations

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Patent bonuses

-

Project completion bonuses

-

Technical certification rewards

-

Innovation awards

8. CONFIDENTIALITY AND RECORDS

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1. All performance review documentation shall be maintained confidentially

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2. Review records shall be retained for a minimum of seven (7) years.

9. APPROVAL AND SIGNATURES

Employee Name: _

Employee ID: _

Department:

Reviewer Name: _

Title: _12 -

Date: _

HR Representative:

Date: _

10. LEGAL DISCLAIMER

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