

PERFORMANCE REVIEW TEMPLATE - TECHNICAL STAFF

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Document Version: 2.0

1. PURPOSE AND SCOPE

1. This Performance Review Template ("Template") establishes standardized evaluation criteria and procedures for technical staff employed by Summit Digital Solutions, Inc. ("Company") in accordance with the Company's performance management policies.

2. This Template applies to all technical positions including but not limited to: Software Engineers, Data Scientists, Machine Learning Engineers, IoT Specialists, Solutions Architects, and Technical Project Managers.

2. EVALUATION PERIODS

1. Regular performance reviews shall be conducted:

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

3. TECHNICAL COMPETENCY ASSESSMENT

1. Core Technical Skills (40% weight)

- Proficiency in required programming languages and frameworks
- System architecture and design capabilities
- Code quality and documentation standards
- Technical problem-solving effectiveness
- Knowledge of Company's Peak Performance Platform
- Implementation of AI/ML solutions
- IoT systems integration expertise

2. Project Delivery (30% weight)

- Achievement of technical deliverables
- Code deployment efficiency
- System performance optimization
- Technical debt management
- Quality assurance metrics
- Production incident response
- Solution scalability implementation

4. PROFESSIONAL DEVELOPMENT

1. Learning and Growth (15% weight)

- Acquisition of new technical certifications
- Contribution to technical knowledge base
- Participation in innovation initiatives
- Mentorship of junior technical staff
- Conference presentations/publications
- Patent applications/technical innovations
- Cross-functional skill development

5. COLLABORATION AND LEADERSHIP

1. Team Effectiveness (15% weight)

- Technical leadership capabilities
- Cross-team collaboration
- Client technical communication
- Knowledge sharing practices
- Code review participation
- Technical documentation contribution
- Team mentorship activities

6. RATING SCALE

1. Performance shall be rated on the following scale:

Needs Immediate Improvement (Below 60%)

Developing (60-74%)

Meets Expectations (75-84%)

Exceeds Expectations (85-94%)

Outstanding (95-100%)

7. REVIEW PROCESS

1. The review process shall include:

- Self-assessment submission
- Technical skills evaluation
- Project delivery assessment
- Peer feedback collection
- Manager evaluation
- Technical director review
- Performance calibration
- Employee discussion
- Development plan creation

8. COMPENSATION CONSIDERATIONS

1. Performance ratings shall inform:

- Annual merit increases
- Technical bonus eligibility
- Equity grant recommendations
- Promotion considerations
- Special project assignments
- Technical career path progression

9. DOCUMENTATION REQUIREMENTS

1. Each review must include:

- Completed evaluation form
- Supporting performance data
- Project delivery metrics

- Technical achievement evidence
- Development plan
- Employee acknowledgment
- Manager certification
- HR verification

10. CONFIDENTIALITY

1. All performance review information shall be treated as confidential personnel data and maintained in accordance with Company policies and applicable laws.

11. APPEALS PROCESS

1. Technical staff may appeal their performance review through:

- Written submission to next-level technical manager
- Review by Technical Leadership Committee
- Final determination by Chief Technology Officer

12. LEGAL COMPLIANCE

1. This Template complies with all applicable employment laws and regulations in jurisdictions where the Company operates.

2. The Company reserves the right to modify this Template as necessary to maintain legal compliance and operational effectiveness.

ACKNOWLEDGMENT

The undersigned acknowledge this Template as the official performance review instrument for technical staff:

SUMMIT DIGITAL SOLUTIONS, INC.

By:

Name: Michael Chang

Title: Chief Technology Officer

Date:

By:

Name: Sarah Blackwell

Title: Chief Operating Officer

Date: