

Follow-up of Performance

Employee



SCANIA

Name

Employment no.

Position

Workplace

Date of performance review
meeting

Performance dialogue – preparation and execution

The performance dialogue shall be connected to the latest PaD discussion with development plan, the requirements imposed on the position as well as how the employee has carried out his/her work since the last performance review. Manager and employee, respectively, prepare by making an assessment of the employee's performance on the basis of the follow-up form. During the performance dialogue, the manager and employee go through the form item by item, compare and leave arguments for assessments made.

Note that there are separate follow-up forms and assessment criteria for employees and managers respectively. If the employee has a position/role involving leadership but not personnel responsibility, e.g. project management, the follow-up form for employees shall be used.

In cases where employee/manager has held several positions/roles during the assessment period, a jointly-weighted assessment is made of the performance in the various positions/roles

The following concepts are used in the evaluations below

A - Below expectations

B - Fully achieves expectations imposed on the role

C - Exceeds imposed expectations on the role, an excellent effort

Mark your assessment on the scale for each criterion.

"A Below expectation" shall be entered where the employee has not carried out the work tasks in accordance with established goals or expectations which involves a plan of action being drawn up. "B Fully achieves" comprises an anticipated normal performance on the basis of the position or role held by the employee. "C Exceeds imposed expectations" shall be entered when the employees performance on the basis of the position or role held by the employee, exceeds expectations. "AB" and "BC" is entered when the employees performance is between either A and B or B and C. The assessment criterias are presented in full detail in a separate document regarding assessment criterias.

Overall performance grade

The final step during the performance review is the overall performance grade. You as the manager summerize the performance review into a overall performance grade (A-C) which the salary review is based on. This value is stored to assure adequate salary formation and for salary analysis, in accordance with GDPR.

According to the agreement in the latest PD discussion

	A	AB	B	BC	C
Fulfilment of agreement in latest PaD discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Work result

	A	AB	B	BC	C
Planning and organizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working focused towards decisions taken	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Qualification corresponds to position/role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Development and improvement work

	A	AB	B	BC	C
Positive about new way of working, new techniques, new routines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in the improvement work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assumes responsibility for own development of qualifications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Ability to cooperate

	A	AB	B	BC	C
Works for a functioning group / displays respect for the individual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shares knowledge, experience, information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solve problems, deal with conflicts, communicates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gives and receives feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Responsibility

	A	AB	B	BC	C
Works on the basis of the customer's needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works on the basis of the evaluation "Quality/ Elimination of waste"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Flexibility

	A	AB	B	BC	C
Can easily adapt to different assumptions/ situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sees and understands how one's own work affects the totality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works cross-functionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

Overall performance grade

	A	AB	B	BC	C
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Motivate your assessment

I request a reinforced performance dialogue. Requested by the employee no later than 5 working days after the performance dialogue.

I have been offered a performance review dialouge by my manager but decline this.

I hereby agree that this performace review has been conducted in accordance with Scantias process (if reinforced performance talk have been requested, please wait to sign this template until the meeting has been held).

Manager:_____ Employee: _____

Drawn up as two copies and kept by manager and employee, respectively.