



ARREZA, NICOLE IVY

Group Team Leader
Tripadvisor

Date Hired: Dec 26, 2011

Date Evaluated: Jan 27, 2017

Evaluated by: Christine Tuazon



Semi-Annual (July-Dec) Evaluation

Evaluation Period: Jul 01 to Dec 30, 2016

Performance Rating: **85.30%**

Salary Increase Metrics	
Total Score	Salary Increase
100 - 97.5	5%
97.4 - 89.5	4%
89.4 - 84.5	3%
84.4 - 80.0	2%
79 below	none

Scale	%	Grading Scale
5	100.00	Status
4	97.99	Outstanding Performance
3	89.99	Exceeds Expectations
2	79.99	Meets Expectations
1	69.99	Improvement Needed
		Unsatisfactory Performance

Competencies	Max. Weight	Weighted Score	Scale
Attendance & Punctuality <ul style="list-style-type: none"> Maintains assigned work schedule Considers arrival time Observance of time limits for breaks and lunches Patterns of sick leave Prompt notice of absence due to illness <p><i>NOTES (Comments regarding employee Strengths, Areas for Improvement, etc.)</i> perfect attendance no tardiness</p>	7.00	7.00	5
Adaptability <ul style="list-style-type: none"> Handles pressure smoothly and productively Makes excellent decisions even with minimal information Adapts rapidly to changing circumstances and uses his judgment, experience and positive outlook to help the team through challenges. Listens carefully to others. When new ideas come up, he is ready to evaluate them and alter his approach to accomplish the goals better. 	5.00	4.00	4
Communication <ul style="list-style-type: none"> Communicated very well with others Organizes his thoughts and expresses himself in a clear and understandable way. Documents and reports are always factual, informative, interesting and easy to read. Promotes an atmosphere where all team members feel comfortable sharing and discussing their ideas. Conscientious about updating others on developments, plans and activities. 	12.00	9.60	4
Decision Making <ul style="list-style-type: none"> Has excellent command of decision making-techniques and applies them appropriately. Makes consistent, productive decisions and rarely back away from difficult decisions. Considers all information available when making a decision, and as a result makes solid, supportable decisions Always considers the impact of his decisions on others within the department and organization. Solicits input and takes steps to minimize any unfavorable effect with his decisions. 	7.00	4.20	3
Problem Solving <ul style="list-style-type: none"> Quickly recognizes potential problems Able to sift through problems and distinguish unimportant or irrelevant issues from key components. Quickly responds to potential problems. Analyzes problems and takes immediate action before problems fully develop. Finds creative ways to overcome obstacles by developing more than one solution. Actively participates in group problem-solving efforts Contributes insightful ideas and facilitates the process by supporting the exchange of ideas and information within the department or with other departments. 	10.00	10.00	5

Results Focus	7.00	5.60	4
<ul style="list-style-type: none"> Highly focused , consistently gets results. Can manage competing demands on his time and remains focused on key objectives. Prioritizes tasks to ensure achievement of objectives. Understand relative importance of projects assigned to him. Readily accepts accountability for his own actions Able to get results through his team members. 			
Leadership	12.00	7.20	3
<ul style="list-style-type: none"> A persuasive leader who presents and sells his ideas in a well-organized fashion and supports it with clear and compelling arguments. Is even-handed, showing no favoritism. Establishes a clear direction Sets clear team objectives Communicates expectation Uses good tracking techniques Maintains strict quality standards Diligent about meeting deadlines Supportive of company leadership and conscientious about implementing organizational policies. Well-respected by subordinates and colleagues Inspires enthusiasm in his group 			
Planning	5.00	3.00	3
<ul style="list-style-type: none"> Develops effective and achievable plans that are aligned with the organization/corporate plans/objectives. Establishes overall goals and determines steps required to reach these. Formulates initial strategies and tactics. Shows judgment and flexibility in re-adjusting them as necessary Able to balance short and long-range plans to support overall goals. Keeps other areas well informed Clearly defines necessary resources/budgets. Gets resources and support commitments when necessary to ensure smooth implementation and cooperation from others. Anticipates potential obstacles and develops excellent contingency plans. 			
People Management	10.00	6.00	3
<ul style="list-style-type: none"> Creates a supportive climate that inspires the employees to achieve excellence. Ready to coach and give advice. Makes sure that team members know exactly what is expected of them. Builds a productive team that functions smoothly. Delegates wisely and effectively. Understands the abilities of team members and gives each an appropriate level of independence. Actively involves his employees in decision making by soliciting their suggestions and input. Acknowledges and supports good ideas. 			
People Development	10.00	6.00	3
<ul style="list-style-type: none"> Committed to his employees' professional development. Strongly encourages growth Discusses long-term development needs of his staff Gives detailed feedback and an honest assessment of staffs' strengths and weaknesses. Establishes expectations and praises strong performance and hard work done by his team. Looks for new ways to reward and motivate the team/staff and offers firm support for their efforts. Provides challenging opportunities and encourages innovation by recognizing those who take risks. 			
Managing Performance	10.00	4.00	2
<ul style="list-style-type: none"> Handles performance problems decisively Acting promptly to settle issues when they arise. Deals with consistency and objectivity with employees who do not meet the requirements. Takes positive improvement-focused approach to performance problems and confines criticism to specific actions or incidents. Defines concrete steps an employee can take to remedy performance. 			
Meeting Management	5.00	4.00	4

- Holds an optimal number of meetings and makes sure that each meeting has a well-defined purpose.
- Sets clear agendas and goals and keeps focused on the agenda.
- Analyze issues and people involved.
- His meetings are productive and have a clear focus
- Prepares for meetings.
- Encourages and balances input, including their own.
- Shows excellent judgment in deciding when information and opinions should be exchanged in a meeting or through other channels.

Overall Performance Summary

1. Major Areas of Responsibility (This is what you do) These typically relate to the major activities that you perform on your job and/or the goals that have been established by your manager and discussed with you. This is also an opportunity to describe noteworthy accomplishments.	
Primary Performance Expectations: Responsibilities & Goals	Notes/Comments on Achievements & Areas for Improvement
2. Performance Competencies - Skills and Behaviors (This is how you do it) These skills and behaviors have been identified as important for most employees. Other skills and behaviors may be added if needed. Please review and consider how you have demonstrated these in your job and how you might improve on these going forward.	
Competency	Notes/Comments on Competency & Suggestions for Improvement
3. Growth & Development Plan Employee: Describe two or three of your top strengths and one or two growth/development opportunities. Provide this to your Manager for discussion and review.	
Strengths	
Growth & Development Opportunities	
Employee Action Steps	
Manager Support	
4. Performance Goals & Expectations (for next Review Period) Identify three to five goals to be accomplished during the next review period by thinking of the major activities related to your job. At the end of the review period, rate how well these goals were achieved. Keep in mind that during the review period, goals and evaluation criteria may be revised, added, or deleted in order to best meet changing organizational needs. This form should be helpful in completing next year's performance review.	
SMART Goal (Specific, Measurable, Attainable, Realistic, Timely)	Measure of Success (How we know it was achieved)

Signed by:

Employee :

NICOLE IVY SEBASTIAN ARREZA
Date :

Evaluator :

Christine Tuazon
Date :