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| Instructions for Section A: Self-Assessment | | | |
| Review accomplishments and specific deliverables that were set for the review period and indicate: | | | |
| - | The extent to which they are achieved | | |
| - | State / Describe | | |
|  | a) | Exceptional Performance | |
|  | b) | Obstacles to Achievement | |
|  | c) | Areas for Improvements | |
|  | d) | If the objective is/will be dropped/discontinued, indicate the reason |  |
|  |  |  |  |
| **B.** | **DELIVERABLES AND ACCOMPLISHMENTS DURING THE REVIEW PERIOD**  **(April1, 2023 to March 31, 2024)** | | |
| **Major Key Result Areas** | | | **State/Describe:** |
| **a) Exceptional Performance** |
| **(Specify Clearly Accomplishments and Result-Based Deliverables) What have been your achievements or if there were issues, please describe in column B** | | | **b) Obstacles to Achievements** |
| **c) Areas for Improvements** |
|  |  |  | **d) If the objective is/will be dropped/discontinued, indicate the reason** |
| **Objective 1:** |  |  |  |
| **Objective 2:** |  |  |  |
| **Objective 3:** |  |  |  |
| **Objective 4:** |  |  |  |
| **Objective 5:** |  |  |  |
| **Objective 6:** |  |  |  |
| **Objective 7:** |  |  |  |
| **Objective 8:** |  |  |  |
| **Objective 9:** |  |  |  |
| **Objective 10:** |  |  |  |

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| Instructions for Section B - Manager / Leader Assessment -  Score - 1-5 - 1 is lowest and 5 is highest | | | | | | | | | | |
| Please appraise employees on the various Winning attributes. You must give specific examples to substantiate your rating. Otherwise, your ratings will not be valid. | | | | | | | | | | |
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| **Integrity** | **WINNING@CLEARTRIP ATTRIBUTES** | | | | | GIVE SPECIFIC EXAMPLES | | | | **RATING** |
| **1.** | **Integrity** | | | | |  | | | |  |
| ***Responsibility & Accountability*** | | | | |
| Takes personal responsibility and accountability and acts in the organisation's overall interest. Shows initiative, commitment and willingness to shoulder additional responsibilities. | | | | |
| ***Professionalism at Work*** | | | | |
| Upholds organization’s values at all times. Is honest and committed to Abacus stakeholders and maintains an ethical position in the face of pressure. | | | | |
| **2.** | **Competence** | | | | |  | | | |  |
| ***Functional/Technical Expertise*** | | | | |
| Demonstrates functional/technical, professional, and job-specific competencies (skills, knowledge and attitude) required to excel and get the job done right every time. | | | | |
| ***Developing Oneself*** | | | | |
| Maintains a curiosity and constantly self-motivates to acquire new skills and knowledge, staying relevant and meet new requirements and rising expectations. | | | | |
| **3.** | **Teamwork** | | | | |  | | | |  |
| ***Team Behaviours & Relationship*** | | | | |
| Collaborates and cooperates in inter/intra-departments teams and with individuals to achieve business objectives. Resolves conflicts and engages different others to create win-win results every time. Builds and maintains productive relationships with others. | | | | |
| ***Effective Team Communication*** | | | | |
| Expresses, presents and shares business ideas and opinions effectively with others. Effectively interacts and gains support at every level. | | | | |
| **4.** | **Passion for Excellence** | | | | |  | | | |  |
| ***Customer-Focused & Result-Oriented*** | | | | |
| Demonstrates a relentless pursuit of excellence by seeking opportunities to change, grow and improve to achieve higher standards. Delights customers by empathizing with their needs, creating value for them and exceeding their expectations. | | | | |
| ***Execution Excellence*** | | | | |
| Plans, organizes and executes to deliver positive business results. | | | | |
| **5.** | **Entrepreneurship** | | | | |  | | | |  |
| ***Creativity & Embrace Change*** | | | | |
| Generates and implements creative ways of doing things. Learns from mistakes and successes to drive progress. Identifies, pursues and responds to changes to meet new demands and challenges. | | | | |
| ***Calculated Risks with Business Knowledge*** | | | | |
| Takes informed and calculated risks to achieve business objectives. Applies knowledge to seek new opportunities to grow profits. | | | | |
| **6.** | **Leadership** | | | | |  | | | |  |
| ***For Supervisors/Managers - Inspire a Vision, Enable Others to Act, Model the Way, Recognize Contributions*** | | | | |
| Able to develop and articulate vision, strategy and plan. Aligns others to the vision and enable them to make it happen. Models behaviours that are consistent with shared values. Gives due recognition to individuals and teams for their contributions. | | | | |
| ***For non-Supervisors - Personal Leadership*** | | | | |
| Takes initiative to make a difference that impact others. Strengthen peers by sharing and developing competence, offering support for mutual success, both at individual and team level. | | | | |

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| Final Scores | | | | | | | | | | |
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|  | **OVERALL PERFORMANCE SCORE & COMMENTS** | | | | | | | | | |
| **I)** | **Overall Performance** | | | | | | | | | |
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| **II)** | **Appraiser's Comments** | | | | | | | | | |
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|  |  | | | |  |  | | | |  |
|  | Name / Designation | | | |  | Signature & Date | | | |  |
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| **III)** | **Appraisee's Comments** | | | | | | | | | |
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|  | Signature | | | |  | Date | | | |  |
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| **IV)** | **Reviewer's Comments** | | | | | | | | | |
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|  | Name / Designation | | | |  | Signature & Date | | | |  |
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| **V)** | **Follow-Up Action by Human Resources Department** | | | | | | | | | |
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|  | Name / Designation | | | |  | Signature & Date | | | |  |
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