

Quality of work with sense of urgency		
Description	Delivering high-quality work efficiently, meeting deadlines with a proactive and responsive attitude.	Delivering high-quality work efficiently, meeting deadlines with a proactive and responsive attitude.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Work is consistently of the highest quality, with meticulous attention to detail and accuracy. Consistently anticipates needs and acts proactively. Demonstrates exceptional efficiency in completing tasks.	Work is consistently of the highest quality, with meticulous attention to detail and accuracy. Consistently anticipates needs and acts proactively. Demonstrates exceptional efficiency in completing tasks.
Exceeds Expectations	Delivery is of high quality & a strong understanding of tasks and consistently exceeds quality standards. Frequently demonstrates a strong sense of urgency, taking prompt action and showing initiative.	Delivery is of high quality & a strong understanding of tasks and consistently exceeds quality standards. Frequently demonstrates a strong sense of urgency, taking prompt action and showing initiative.
Meets Expectations	Task meets the required quality standards. Occasional errors may occur but are quickly corrected. Generally shows a good sense of urgency, responding pro-actively to tasks and deadlines appropriately.	Task meets the required quality standards. Occasional errors may occur but are quickly corrected. Generally shows a good sense of urgency, responding pro-actively to tasks and deadlines appropriately.
Needs Improvement	standards. Occasionally lacks urgency, resulting in delayed responses and the need for frequent follow-ups.	standards. Occasionally lacks urgency, resulting in delayed responses and the need for frequent follow-ups.
Unsatisfactory	Work is of poor quality, with frequent errors and a lack of attention to detail. Rarely demonstrates a sense of urgency, consistently failing to meet deadlines	Work is of poor quality, with frequent errors and a lack of attention to detail. Rarely demonstrates a sense of urgency, consistently failing to meet deadlines

Participation and demonstration		
Description	Skillful engagement in meetings, contributing actively and thoughtfully to discussions and collaborations. Should be vocal during calls and meeting. Should be able to articulate the ideas with peers in call.	Skillful engagement in meetings, contributing actively and thoughtfully to discussions and collaborations. Should be vocal during calls and meeting. Should be able to articulate the ideas with peers in call.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Demonstrates exceptional engagement and participation in meetings. They contribute valuable insights and actively drive discussions.	shares knowledge to enhance team understanding and efficiency. Participating in Lunch & Learn, Demo Exchange and DemoX Live session, whenever applicable and demonstrate the brand DemoX with confidence and knowledge.
Exceeds Expectations	Shows strong engagement and participation in meetings, often exceeding expectations. Shares the ideas.	Regularly participates in team meetings and projects, offers constructive ideas, and demonstrates a willingness to learn and improve skills.
Meets Expectations	Demonstrates adequate participation in meetings, fulfilling the basic expectations for engagement and contribution. Should be vocal during the calls and asks the relevant questions.	Participates adequately in team activities, contributes to discussions, and fulfills assigned tasks competently. Should be vocal during the calls and asks the relevant questions. Should be able to clearly present the idea to stakeholders.
Needs Improvement	Shows some engagement in webinars and meetings but struggles with consistent participation and effective communication.	Occasionally participates in team activities, but may require encouragement to contribute more actively or demonstrate initiative.
Unsatisfactory	Lacks the necessary engagement and participation skills in webinars and meetings, requiring substantial improvement.	Rarely participates in team discussions or activities, and does not demonstrate a proactive attitude towards team collaboration or skill improvement.

Enablement and certification		
Description	Completion of relevant certifications, training programs, and courses without follow-up. Reports can be generated from KnowBe and MLA (My learning assignments in peoplehub) for tracking.	Completion of relevant certifications, training programs, and courses without follow-up. Reports can be generated from KnowBe and MLA (My learning assignments in peoplehub) for tracking.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Proactively acquires advanced certifications, mentors peers, and drives company-wide skill development initiatives.	Has completed all the trainings and certifications within deadline without any followups. Reports can be pulled up to verify this. Adds a new skill set and applies new skills immediately and effectively in their work. Also trains peers with new skill sets.
Exceeds Expectations	Regularly attains new certifications and actively participates in training programs, sharing knowledge with the team.	Has completed all the trainings and certifications within deadline without any followups. Reports can be pulled up to verify this. Seeks out additional training opportunities beyond what is required. Occasionally assists peers with learning new skills.
Meets Expectations	Acquires necessary certifications within expected timeframes and maintains up-to-date skills relevant to the role. No reminder mails from Manager, KnowBe or Business Unit.	Has completed all the trainings and certifications within deadline without any followups. Reports can be pulled up to verify this. No reminder mails from Manager, KnowBe or Business Unit.
Needs Improvement	Delays in obtaining required certifications and demonstrates minimal effort in skill enhancement.	Individual has completed all the recommended trainings and certifications within stipulated timelines with follow-ups
Unsatisfactory	Individual has not completed or partially completed all the recommended trainings and certifications even after follow-ups	Fails to pursue necessary certifications and shows a lack of commitment to skill development, impacting overall team performance.

Product knowledge			
Description	Individual should have good knowledge of Pega Platform. Good to have other product's knowledge.	Individual should have DEEP knowledge of Pega Platform. Good to have other product's knowledge.	
Rating & Grade	Grade (7)	Grade (8)	
Outstanding	Demonstrates exceptional and comprehensive knowledge of the product, including advanced features and integrations. They are a go-to expert and often contribute to product development or improvement.	Demonstrates exceptional and comprehensive understanding of the product, including advanced features, troubleshooting, and integration with other systems. Can provide in-depth technical explanations and solutions without needing to reference documentation frequently.	
Exceeds Expectations	Has a thorough understanding of the product and can effectively use and explain it to others. They often take initiative in learning about new updates and features.	Has a thorough understanding of the product and can effectively use and explain it to others. They often take initiative in learning about new updates and features.	
Meets Expectations	Has a solid understanding of the product and can perform their duties effectively. They can explain and use the product competently.	Has a deep working knowledge of the product, covering common features and standard troubleshooting techniques. Adequately supports users and colleagues with product-related queries.	
Needs Improvement	Has a basic understanding of the product but lacks knowledge of some important features. They need further training and experience to use the product effectively.	Has a basic understanding of the product but lacks depth knowledge of key areas. They need further training and experience to use the product effectively.	
Unsatisfactory	Individual has insufficient product knowledge and struggles to perform their duties effectively. They need significant improvement and training.	Individual has insufficient product knowledge and struggles to perform their duties effectively. They need significant improvement and training.	

Knowledge sharing with stakeholders		
Description	Presentations and Workshops - Evaluate contributions to internal training sessions, presentations, or knowledge-sharing workshops.	Presentations and Workshops - Evaluate contributions to internal training sessions, presentations, or knowledge-sharing workshops.
Rating & Grade	Grade (7)	Grade (8)
Outstanding		Actively involves team members, encourages questions, and fosters an interactive learning environment. Frequently collaborates across departments, sharing knowledge and resources effectively. Demonstrably improves team performance and knowledge base through shared information.
Exceeds Expectations		Often collaborates with other departments and shares relevant information. Regularly provides clear and understandable explanations. Positively impacts team performance with shared knowledge.
Meets Expectations	NA for Grade 7 (Can still be rated with below scales for growth planning) Emerging - Has limited knowledge and experience or at the early stages of developing the skill. Not Applicable - Skill is not relevant to the employee's current role or responsibilities. Not Rated - Insufficient information or opportunity to assess the skill.	Engages with team members and answers questions when asked. Collaborates with other departments as needed. Uses webex space or platforms like lunch and learn or team connects to share the knowledge with SC/stakeholders. Proactively helps SCs/Stakeholders queries resolved using webex space or other channels.
Needs Improvement		Rarely collaborates with other departments or shares information. Rarely involves team members or encourages questions. Often provides explanations that are confusing or incomplete.
Unsatisfactory		Does not collaborate or share information with team. Does not engage with team members or encourage any form of interaction.

New ideas and adoption of new technology		
Description	Articulate communicator adept at presenting innovative ideas with clarity, persuasion, and engagement.	Articulate communicator adept at presenting innovative ideas with clarity, persuasion, and engagement.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently demonstrates exceptional creativity and innovation, frequently generating impactful new ideas and solutions that significantly benefit the company.	Consistently demonstrates exceptional creativity and innovation, frequently generating impactful new ideas and solutions that significantly benefit the company.
Exceeds Expectations	Shows strong creativity and frequently proposes valuable new ideas that contribute positively to projects and processes.	Shows strong creativity and frequently proposes valuable new ideas that contribute positively to projects and processes.
Meets Expectations	Demonstrates adequate creativity and occasionally proposes useful new ideas that align with the company's goals. Sometime participates in innovation projects and learn new technologies.	Demonstrates adequate creativity and occasionally proposes useful new ideas that align with the company's goals. Sometime participates in innovation projects and learn new technologies and uses the learning in knowledge sharing or in project.
Needs Improvement	Shows limited creativity and infrequently proposes new ideas, requiring encouragement and support to think innovatively.	Shows limited creativity and infrequently proposes new ideas, requiring encouragement and support to think innovatively.
Unsatisfactory	Lacks creativity and does not propose new ideas, requiring significant improvement and support to develop innovative thinking skills.	Lacks creativity and does not propose new ideas, requiring significant improvement and support to develop innovative thinking skills.

Executing a project		
Description	Proficient in project management, ensuring efficient coordination and successful execution from inception to completion.	Proficient in project management, ensuring efficient coordination and successful execution from inception to completion.
Rating & Grade	Grade (7)	Grade (8)
Outstanding		Consistently demonstrates exceptional project management skills, handles responsibilities independently, and often leads projects successfully.
Exceeds Expectations	<p>NA for Grade 7 (Can still be rated with below scales for growth planning)</p> <p>Emerging - Has limited knowledge and experience or at the early stages of developing the skill.</p> <p>Not Applicable - Skill is not relevant to the employee's current role or responsibilities.</p> <p>Not Rated - Insufficient information or opportunity to assess the skill.</p>	Shows strong project management skills, often exceeding expectations, and handles most responsibilities with minimal supervision.
Meets Expectations		Demonstrates adequate project management skills, fulfilling responsibilities and completing projects as expected. Update the tool and stakeholders on time.
Needs Improvement		Shows some project management skills but struggles with certain aspects of running a project and requires additional training and support.
Unsatisfactory		Lacks the necessary project management skills and consistently struggles to handle project responsibilities, requiring substantial improvement and support.

Handling and executing regulatory tasks		
Description	Doing any regulatory tasks which are requested (Eg - Demo execute, SA update, any ad hoc information) without follow-ups.	Doing any regulatory tasks which are requested (Eg - Demo execute, SA update, any ad hoc information) without follow-ups.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently demonstrates exceptional executive skills, handles responsibilities independently, and contributes significantly to the efficiency of the team.	Consistently demonstrates exceptional executive skills, handles responsibilities independently, and contributes significantly to the efficiency of the team.
Exceeds Expectations	Shows strong executive skills, often exceeding expectations, and handles most responsibilities with no reminders.	Shows strong executive skills, often exceeding expectations, and handles most responsibilities with no reminders.
Meets Expectations	Demonstrates adequate skills, fulfilling responsibilities and completing tasks as expected without any follow-up. This includes updating demo execute stages or providing pulse comments, updating SA tool or any requested ad hoc information on time without any follow-ups. Also, keeps their calendar organized as expected, and handles scheduling responsibilities satisfactorily.	Demonstrates adequate skills, fulfilling responsibilities and completing tasks as expected without any follow-up. This includes updating demo execute stages or providing pulse comments, updating SA tool or any requested ad hoc information on time without any follow-ups. Also, keeps their calendar organized as expected, and handles scheduling responsibilities satisfactorily.
Needs Improvement	Shows some skills but struggles with certain aspects of tasks and requires followup to complete requested tasks.	Shows some skills but struggles with certain aspects of tasks and requires followup to complete requested tasks.
Unsatisfactory	Lacks the necessary skills and consistently struggles to handle responsibilities like filling the demo execute or providing ad hoc information with several reminders.	Lacks the necessary skills and consistently struggles to handle responsibilities like filling the demo execute or providing ad hoc information with several reminders.

Taking responsibility of tasks & escalation		
Description	Assuming ownership and accountability for assigned tasks. Identification and communication of potential threats or challenges to decision-makers on or before time.	Assuming ownership and accountability for assigned tasks. Identification and communication of potential threats or challenges to decision-makers on or before time.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently demonstrates exceptional responsibility, reliably completes tasks with high quality, and proactively seeks additional responsibilities. Consistently identifies potential risks early, conducts thorough assessments, and communicates them clearly and promptly to management. They demonstrate exceptional judgment and proactivity in managing risks.	Consistently demonstrates exceptional responsibility, reliably completes tasks with high quality, and proactively seeks additional responsibilities. Consistently identifies potential risks early, conducts thorough assessments, and communicates them clearly and promptly to management. They demonstrate exceptional judgment and proactivity in managing risks.
Exceeds Expectations	Shows a high level of responsibility, often exceeding expectations in task completion and occasionally seeking additional responsibilities. Consistently identifies and assesses risks, communicates them effectively to management, and demonstrates initiative in addressing them.	Shows a high level of responsibility, often exceeding expectations in task completion and occasionally seeking additional responsibilities. Consistently identifies and assesses risks, communicates them effectively to management, and demonstrates initiative in addressing them.
Meets Expectations	Adequately demonstrates responsibility, completing tasks as expected and occasionally taking on additional tasks. Identifies and communicates risks to management adequately, but may occasionally miss some risks or lack depth in their assessment.	Adequately demonstrates responsibility, completing tasks as expected and occasionally taking on additional tasks. Identifies and communicates risks to management adequately, but may occasionally miss some risks or lack depth in their assessment.
Needs Improvement	Shows inconsistent responsibility, occasionally failing to complete tasks on time or to standard, and requires encouragement to take on additional tasks. Struggles to identify and communicate risks effectively, often missing important issues or failing to provide sufficient information to management.	Shows inconsistent responsibility, occasionally failing to complete tasks on time or to standard, and requires encouragement to take on additional tasks. Struggles to identify and communicate risks effectively, often missing important issues or failing to provide sufficient information to management.
Unsatisfactory	Lacks responsibility, frequently fails to complete tasks on time or to standard, and does not take initiative to take on additional tasks. Consistently fails to identify, assess, or communicate risks effectively, posing a significant risk to the organization.	Lacks responsibility, frequently fails to complete tasks on time or to standard, and does not take initiative to take on additional tasks. Consistently fails to identify, assess, or communicate risks effectively, posing a significant risk to the organization.

Openness to change			
Description	Willingness to adapt to new projects, methods, tools, and processes.	Willingness to adapt to new projects, methods, tools, and processes.	
Rating & Grade	Grade (7)	Grade (8)	
Outstanding	Consistently demonstrates a proactive and enthusiastic attitude towards change. They eagerly embrace new technologies, processes, and ideas, actively seek out opportunities for learning and growth, and effectively adapt to evolving circumstances.	Consistently demonstrates a proactive and enthusiastic attitude towards change. They eagerly embrace new technologies, processes, and ideas, actively seek out opportunities for learning and growth, and effectively adapt to evolving circumstances.	
Exceeds Expectations	may need some time to adjust, they ultimately embrace change and contribute constructively to its implementation.	may need some time to adjust, they ultimately embrace change and contribute constructively to its implementation.	
Meets Expectations	Generally open to change but may exhibit some hesitation or resistance initially. With appropriate support and communication, they can adapt to new technologies and processes.	Generally open to change but may exhibit some hesitation or resistance initially. With appropriate support and communication, they can adapt to new technologies and processes.	
Needs Improvement	Demonstrates reluctance or resistance towards change and may require significant encouragement and support to adapt.	Demonstrates reluctance or resistance towards change and may require significant encouragement and support to adapt.	
Unsatisfactory	Strongly resists change and may actively oppose or undermine change initiatives.	Strongly resists change and may actively oppose or undermine change initiatives.	

Communicating to your stakeholders		
Description	Should be well-organized, clear, and visually appealing & effectively conveying its intended message to the reader. Transparency: Keeping stakeholders informed about project progress, potential issues, and any changes in timelines	Should be well-organized, clear, and visually appealing & effectively conveying its intended message to the reader. Transparency: Keeping stakeholders informed about project progress, potential issues, and any changes in timelines
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently demonstrates exceptional communication skills when interacting with stakeholders. They convey information clearly, actively listen to others, and build strong relationships.	Consistently demonstrates exceptional communication skills when interacting with stakeholders. They convey information clearly, actively listen to others, and build strong relationships.
Exceeds Expectations	Consistently exceeds expectations in stakeholder communication. They effectively convey information and actively engage with stakeholders to address their needs.	Consistently exceeds expectations in stakeholder communication. They effectively convey information and actively engage with stakeholders to address their needs.
Meets Expectations	to stakeholders, demonstrating satisfactory communication skills and effectiveness in addressing their needs without any escalation and on time. This should be captured through email, pulse, webex space or on call.	to stakeholders, demonstrating satisfactory communication skills and effectiveness in addressing their needs without any escalation and on time. This should be captured through email, pulse, webex space or on call.
Needs Improvement	Stakeholder communication skills need improvement. They may struggle to convey information effectively or maintain positive relationships with stakeholders.	Stakeholder communication skills need improvement. They may struggle to convey information effectively or maintain positive relationships with stakeholders.
Unsatisfactory	Stakeholder communication skills are unsatisfactory. They frequently fail to convey information effectively or maintain positive relationships with stakeholders.	Stakeholder communication skills are unsatisfactory. They frequently fail to convey information effectively or maintain positive relationships with stakeholders.

Shout outs		
Description	Pro-actively giving/getting shout outs to/from colleagues on various platforms (Fond, Email, in meetings). Personal recognition means the individual is named. Project recognition means the project is praised without necessarily naming the individual.	Pro-actively giving/getting shout outs to/from colleagues on various platforms (Fond, Email, in meetings). Personal recognition means the individual is named. Project recognition means the project is praised without necessarily naming the individual.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Regularly (one a month) gives shout outs to other DemoX or Pega team members. For managers this also means once a month recognition of team contributions and tracking all feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, gets personal recognition at least once every 6 months	means once a month recognition of team contributions and tracking all feedback in Demo eXecute. For team members and managers who interact regularly with SCs or Product teams or other Pega roles, receives personal recognition at least once in a 3 month period from outside DemoX or project recognition at least twice in a quarter.
Exceeds Expectations	Seldom (<3 per quarter) gives shout outs to other DemoX or Pega team members. For managers this also means <3 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over 6 months	Regularly (one a month) gives shout outs to other DemoX or Pega team members. For managers this also means once a month recognition of team contributions and tracking all feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, gets personal recognition at least once every 6 months
Meets Expectations	Rarely (<1 per quarter) or never gives shout outs to other DemoX or Pega team members. For managers this also means <1 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over a year.	Seldom (<3 per quarter) gives shout outs to other DemoX or Pega team members. For managers this also means <3 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over 6 months
Needs Improvement	Rarely (<1 per six months) or never gives shout outs to other DemoX or Pega team members. For managers this also means <1 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over a year.	Rarely (<1 per quarter) or never gives shout outs to other DemoX or Pega team members. For managers this also means <1 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over a year.
Unsatisfactory	The employee never or almost never gives shout-outs to peers or never received any shout outs	Rarely (<1 per six months) or never gives shout outs to other DemoX or Pega team members. For managers this also means <1 per quarter recognition of team contributions or failing to track it feedback in Demo eXecute. For team members who interact regularly with SCs or Product teams or other Pega roles, fails to get any personal recognition over a year.

Feedback to product and process		
Description	Grade (7)	Grade (8)
Outstanding		Consistently provides exceptional product feedback that is thorough, well-reasoned, and highly valuable for product improvement. These feedbacks are part of the product/process as well.
Exceeds Expectations	NA for Grade 7 (Can still be rated with below scales for growth planning) Emerging - Has limited knowledge and experience or at the early stages of developing the skill. Not Applicable - Skill is not relevant to the employee's current role or responsibilities. Not Rated - Insufficient information or opportunity to assess the skill.	Regularly delivers insightful product feedback that helps identify areas for improvement. Provides feedbacks to the internal processes for the improvement.
Meets Expectations		Consistently provides adequate product feedback that addresses key aspects of the product. These feedbacks are well captures in Agile Studio.
Needs Improvement		Occasionally provides product feedback, but it lacks depth or specificity
Unsatisfactory		Rarely provides product feedback, and when they do, it is of little value.

Timely completion of performance goals		
Description	Timely completion of the annual performance goals assigned by the organization/BU	Timely completion of the annual performance goals assigned by the organization/BU
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently exceeds performance goals, delivering exceptional results ahead of deadlines, and sets new standards for quality and efficiency.	Consistently exceeds performance goals, delivering exceptional results ahead of deadlines, and sets new standards for quality and efficiency.
Exceeds Expectations	Regularly meets and often surpasses performance goals, demonstrating a strong commitment to excellence and consistently producing high-quality work.	Regularly meets and often surpasses performance goals, demonstrating a strong commitment to excellence and consistently producing high-quality work.
Meets Expectations	Achieves all assigned performance goals (in PeopleHub) on time and to the expected standard, reliably delivering solid and dependable results.	Achieves all assigned performance goals (in PeopleHub) on time and to the expected standard, reliably delivering solid and dependable results.
Needs Improvement	Occasionally falls short of performance goals, requiring additional guidance and support to meet expectations and improve consistency.	Occasionally falls short of performance goals, requiring additional guidance and support to meet expectations and improve consistency.
Unsatisfactory	Frequently fails to meet performance goals, delivering subpar results that require significant rework and negatively impact team and project outcomes.	Frequently fails to meet performance goals, delivering subpar results that require significant rework and negatively impact team and project outcomes.
Timely completion of development goals		
Description	Timely completion of the annual development goals assigned for individual.	Timely completion of the annual development goals assigned for individual.
Rating & Grade	Grade (7)	Grade (8)
Outstanding	Consistently exceeds development goals, delivering exceptional results ahead of deadlines, and sets new standards for quality and efficiency.	Consistently exceeds development goals, delivering exceptional results ahead of deadlines, and sets new standards for quality and efficiency.
Exceeds Expectations	Regularly meets and often surpasses development goals, demonstrating a strong commitment to excellence and consistently producing high-quality work.	Regularly meets and often surpasses development goals, demonstrating a strong commitment to excellence and consistently producing high-quality work.
Meets Expectations	Achieves all assigned development goals (in PeopleHub) on time and to the expected standard, reliably delivering solid and dependable results.	Achieves all assigned development goals (in PeopleHub) on time and to the expected standard, reliably delivering solid and dependable results.
Needs Improvement	Occasionally falls short of development goals, requiring additional guidance and support to meet expectations and improve consistency.	Occasionally falls short of development goals, requiring additional guidance and support to meet expectations and improve consistency.
Unsatisfactory	Frequently fails to meet development goals, delivering subpar results that require significant rework and negatively impact team and project outcomes.	Frequently fails to meet development goals, delivering subpar results that require significant rework and negatively impact team and project outcomes.

Seamless project transitions		
Description	Well organized projects and time saving mentality	
Rating & Grade	Grade (7)	Grade (8)
Outstanding	"Exceeds expectations" criteria + Saves custom created elements back to appropriate DemoX and Pega wide repositories/libraries.	"Exceeds Expections" criteria + promotes knowledge sharing in appropriate DemoX wide channels.
Exceeds Expectations	"Meets expections" criteria + Saves custom created elements back to appropriate DemoX repositories/libraries.	Projects are always well-organized and easy to follow. Basic documentation and notes are always included for ease of handoff. Files and elements within them are named appropriately in clear concise language and extraneous pieces are organized or removed. Appropriate tools/approaches are usually taken to make sure the demo asset is easy to update in the future. Promotes team-wide reuse and time saving by constantly contributing custom created elements back to appropriate DemoX and Pega-wide repositories/libraries. Files are always saved in shared locations where any designer can easily access.
Meets Expectations	Projects are usually well-organized and easy to follow. Basic documentation and notes are always included for ease of handoff. Files and elements within them are named appropriately in clear concise language and extraneous pieces are organized or removed. Appropriate tools/approaches are sometimes taken to make sure the demo asset is easy to update in the future. Files are always saved in shared locations where any designer can easily access.	Projects are usually well-organized and easy to follow. Basic documentation and notes are always included for ease of handoff. Files and elements within them are named appropriately in clear concise language and extraneous pieces are organized or removed. Appropriate tools/approaches are usually taken to make sure the demo asset is easy to update in the future. Promotes team-wide reuse and time saving by contributing custom created elements back to appropriate DemoX and Pega-wide repositories/libraries. Files are always saved in shared locations where any designer can easily access.
Needs Improvement	Projects are often disorganized and hard to follow. Files and elements within them are not always labeled appropriately. Bare minimum comments, documentation and notes are included for ease of handoff. Does not regularly contribute back to appropriate DemoX and Pega-wide repositories/libraries. Files aren't always saved in shared locations.	Projects are often disorganized and hard to follow. Files and elements within them are not always labeled appropriately. Bare minimum comments, documentation and notes are included for ease of handoff. Does not regularly contribute back to appropriate DemoX and Pega-wide repositories/libraries. Files aren't always saved in shared locations.
Unsatisfactory	Files are typically messy, hard to follow, and lack necessary documentation. Does not regularly contribute back to appropriate DemoX and Pega-wide repositories/libraries. Does not build demos in a way that is easy to update. Frequently asked to move assets to appropriate locations.	Files are typically messy, hard to follow, and lack necessary documentation. Does not regularly contribute back to appropriate DemoX and Pega-wide repositories/libraries. Does not build demos in a way that is easy to update. Frequently asked to move assets to appropriate locations.

Creative direction		
Description	Creative problem solving and design advocacy	
Rating & Grade	Grade (7)	
Outstanding	"Exceeds Expectations" criteria + focused on the full demo experience instead of just their assigned piece of the project	"Exceeds Expectations" criteria + is a go-to person for design knowledge.
Exceeds Expectations	"Meets Expectations" criteria + infuses a "wow" factor	"Meets Expectations" criteria + focused on the full demo experience instead of just their assigned piece of the project.
Meets Expectations	Can follow provided requirements and produce a top notch demo asset. Works well under a tight deadline. Designer makes sure their piece of the project is of the highest caliber. Proficient in our UI/UX best practices and makes recommendations to stakeholders when asked.	Can follow provided requirements and produce a top notch demo asset and infuses a "wow" factor. Works well under a tight deadline. Designer makes sure their piece of the project is of the highest caliber. Proficient in our UI/UX best practices and makes recommendations to stakeholders when asked. Researches external design trends and brings knowledge back to the team.
Needs Improvement	Needs direction/guidance from stakeholders to produce an adequate demo asset. Designer focuses solely on their assigned tasks and does not speak up if there are design issues in other parts of the demo. Only shares feedback with stakeholders when asked.	Needs direction/guidance from stakeholders to produce an adequate demo asset. Designer focuses solely on their assigned tasks and does not speak up if there are design issues in other parts of the demo. Only shares feedback with stakeholders when asked.
Unsatisfactory	Needs lots of direction/guidance from stakeholders to produce an adequate demo asset. Designer focuses solely on their assigned tasks and does not speak up if there are design issues in other parts of the demo. Only shares feedback with stakeholders when asked.	Needs lots of direction/guidance from stakeholders to produce an adequate demo asset. Designer focuses solely on their assigned tasks and does not speak up if there are design issues in other parts of the demo. Only shares feedback with stakeholders when asked.