## 2019 PMP Form

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| Employee Information | | | | | |
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| Employee Name: |  | | | | |
| Employee No: |  | |  | |  |
| Department: |  | |  | |  |
| Manager: |  | | | | |
| Position Level: |  |  | |  | |
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| Introduction – Target Setting | | | | | |
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| Here, both the employee and their manager may view, add or edit Targets, and subsequently comment on progress. | | | | | |
| Responsibilities & Competencies | | | | | |
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| Describe the main areas of responsibility for the employee’s role, including the competencies that are particularly important to fulfill the role. | | | | | |
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| Target Overview – Please ensure that the targets are linked to the overall business objectives and highlight key focus areas and priorities for the year ahead. Targets should be clear, ambitious and realistic. It is strongly recommended to limit the number of targets to four (4) (6 for employees with multiple roles). |
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**“WHAT” TARGETS (please adjust the number of Targets as applicable):**

**1st Target**:

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**2nd Target:**

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**3rd Target:**

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**“HOW” TARGETS (please adjust the number of Targets as applicable):**

**1st Target:**

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**2nd Target:**

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**3rd Target:**

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**COMMENTS ON TARGETS**: (Here, both the employee and their manager may document the outcome of their continuous dialog throughout the year, i.e., reasons for target adjustments, feedback on the progress of target achievement and development needs regarding the current role.)

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**TARGET ACHIEVEMENT**: (Employee enters his/her view on Target Achievement. Managers may review and comment on Target Achievement collaboratively with the Employee.) (Preface Target comment by either Employee or Manager)

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**EVALUATION:**(Manager complete**s** the evaluation based on employee’s achievements regarding WHAT and HOW, as applicable.)

**Please be aware that the suggested ratings on WHAT and HOW are to be completed ahead of Round Table discussion and should reflect the overall and aligned feedback of all relevant managers.**

**WHAT: please select from the scale below**

**HOW: please select from the scale below**

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|  | **The WHAT scale** | **The HOW scale** |
| **5** | **Consistently exceeded**  Performance fully meets all and far exceeds most expectations against the targets and tasks | **Consistently exceeded expectations**  Ownership behavior fully meets all and far exceeds most expectations outlined for the respective position |
| **4** | **Partially exceeded**  Performance fully meets all and far exceeds several  expectations against the targets and tasks | **Partially exceeded expectations**  Ownership behavior fully meets all and far exceeds several expectations outlined for the respective position |
| **3** | **Achieved**  Performance fully meets all expectations against the targets and tasks | **Met expectations**  Ownership behavior fully meets all expectation outlined for the respective position |
| **2** | **Partially achieved**  Performance meets some but not all expectations against the targets and tasks | **Partially met expectations**  Ownership behavior meets some but not all expectations outlined for the respective position |
| **1** | **Not achieved**  Performance fails to adequately meet any of the expectations, or fails to meet expectations to a significant degree in several areas against the targets and tasks | **Did not meet expectations**  Ownership behavior fails to adequately meet any of the expectations, or fails to meet expectations to a significant degree in several areas |

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| FEEDBACK regarding WHAT evaluation |

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| FEEDBACK regarding HOW evaluation |

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| FEEDBACK (FINAL) COMMENTS ON OVERALL PERFORMANCE - MANAGER |

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| FEEDBACK (FINAL) COMMENTS ON OVERALL PERFORMANCE - EMPLOYEE |

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**Employee: Employee name**

**Manager: Manager Name**

**Employee statement on Feedback:**

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| COMPLETED: Manager sends form to HR |