# **ANNUAL PERFORMANCE REVIEW**

## **EMPLOYEE INFORMATION**

*Instruction to complete this form: Provide a scale rating of* **N/A, 1, 2, 3, 4, 5** *and feedback using the table below:*

|  |  |
| --- | --- |
| **N/A***: Not Observed / Not Applicable*  **1***: Needs Significant Improvement*  **2***: Needs Improvement* | **3***: Meets Expectations*  **4**: *Exceeds Expectations*  **5***: Exceptional* |

*Please refer to the file Career progression matrix.xlsx for the detailed expectation for COMPETENCIES at each level.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Title** | *Select title* | **Project** |  |
| **Review Date** | *Select date* | **Line manager** |  | **Director** |  |

## **PAST YEAR ASSIGNMENTS & ACHIEVEMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Past year objective** | | **Past year target** | | **Achievement and comments** | |
| **Improve technical skills** | |  | |  | |
| **Stretch Goal** | |  | |  | |

## **Waverley Software Vietnam Core Values**

**Deliver WOW Through Your Tasks** – *WOW is such a short, simple word, but it really encompasses a lot of things. To WOW, you must differentiate yourself, which means doing something a little unconventional and innovative. You must do something that's above and beyond what's expected. We are not an average company, our service is not average, and we don't want our people to be average. We expect every employee to deliver WOW.*

**Pursue Growth and Learning While Being Humble** – *We believe that everyone should be constantly trying to grow from a personal and a professional standpoint. By pushing our employees to unlock their full potential, we’ll help them achieve a greater level of fulfillment. while we’ve grown tremendously as a company, we’ve learned to take nothing for granted. There’s always challenges that lie ahead and nothing in life is a certainty. It’s important to stay humble, carry ourselves with a quiet confidence, and treat others the same way that we want to be treated.*

**Build Open, Transparent and Honest Relationships** – *We strive to create strong relationships between all our members so that everyone feels comfortable to contribute in every way they can. This allows us to have a diversity of ideas, opinions, and viewpoints that give us a better chance of succeeding and making a positive impact as a company. We also want to practice this in the relationship with our Clients.*

**Always Keep Your Integrity** - *Integrity is doing the right thing even when no one is watching. To do this we might practice live with honesty and keep your promises; show compassion and sympathy/empathy towards others; create your core values and dedicate to them.*

## **CAREER PROGRESSION ASSESSMENT**

*Please provide comment(s) to explain each rating you have given. Please give examples to support feedback.*

| **COMPETENCY** | **SCALE** | **POSITIVE FEEDBACK** | **CONSTRUCTIVE OPPORTUNITIES** |
| --- | --- | --- | --- |
| **Communication**  *Demonstrates excellent written and verbal communication,*  *Listens carefully and asks clarifying questions*  *Expresses thoughts clearly and confidently* | N/A | * *ABC’s email to the client is usually clear and well structure, He knows how to stress on which matter to get the client intention.* | * *Start applying some best practices relating to communication such as summarizing the discussion points and agreement points then send out to the client right after the meeting. That will help make sure we do not miss any points* |
| **Client Relationship**  *Builds trust and respect with client,*  *Contribute to client decision making with supporting data and*  *Identifies risks and conflicts on projects and resolves them accordingly* | N/A |  |  |
| **Team Engagement**  *Contributes to team and effectively manages project resources, executes work effectively and sets high standards for own performance and helps to ensure the completeness and timeliness of the team's work* | N/A |  |  |
| **Engineering Aptitude**  *Develop deep knowledge of software tools and frameworks and applies them appropriately. Able to understand complex technologies and teach others and applies good engineering practice and delivers high quality work* | N/A |  |  |
| **Learning & Developing**  *How the employee acted as a champion/ advocate within the business, shared, applied new learning and sought opportunities to improve his skills.* | N/A |  |  |
| **Internal Leadership**  *Takes on leadership roles proactively,*  *Recruit and mentor other team members and identifies opportunities to grow within the company and improve company culture* | N/A |  |  |
| **OVERALL RATING |** | | | **0.0** |

**OBJECTIVES & GENERAL ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECTIVES FOR THE YEAR** | **TARGET TO ACHIVE** | | |
|  | **Objective** | **Target date** | **Key results** |
| **COMMITTED OBJECTIVES** | Short-term target which may complete in 6 months. | Specific date expects to archive the target. | Specific measures to say that employee has meet the expectation. Ex: To get 900 scores from TOEIC test |
|  |  |  |
|  |  |  |
|  |  |  |
| **ASPIRATIONAL OBJECTIVES** | Objectives which are nice to archive. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **GENERAL ASSESSMENT** |  |  |
| For leader/ supervisor to give a general assessment to employee for what he/she has done, his working attitude and contribution. Don’t define targets in this section since all detailed targets have been defined in OBJECTIVES table. | | |
| **EMPLOYEE OVERALL COMMENT** | | |
| For employee to give an overall comment for what leader/ coacher notes. Employee may agree/ disagree with the comments, targets from leader. Just note his comment here. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s Signature**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Director’s Signature**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |