

Company Name

Solutions Performance Review

Version 343235

Employee Name:	
Job Title(s):	
Reviewer:	
Date of Last Review:	
Scheduled Review Date:	
Date Hired:	
Project Assignment(s):	

Period Covered By Review:

From Date (Month/Year):	
To Date (Month/Year):	

Instructions: Carefully assess the employee's work performance in relation to the core competencies essential to the job. Indicate the rating in the appropriate box which best indicates the employee's performance. Comment.

Competencies: These are underlying characteristics of an individual that have been shown to cause or predict effective performance. Objectives and goals define **what** an employee has to do, know, or accomplish. Competencies reflect **how** that is to be done. Competencies are the behaviors that excellent performers demonstrate more often in situations, and with better results than satisfactory performers. Competencies for the OnSphere Solutions group are: **Regular Competencies** are common for all employees and job roles. They are derived from our common purpose and company Mission, Principles, and Values.

Leadership Competencies ensure management effectiveness and are possessed by all who manage people, functions or projects to some degree.

Performance Ratings

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| 1 - Unacceptable | Requires immediate improvement, serious performance problems. |
| 2 - Improvement Needed | Performance is deficient in certain areas. Improvement is necessary. |
| 3 - Satisfactory | Competent and dependable level of performance. Meets the performance standards of the job. |
| 4 - Very Good | Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis. |
| 5 - Excellent | Performance is consistently exceptional, far exceeds position requirements. |

Regular Competencies	Rating	Summary Comments
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Professional Consulting Behavior: Degree to which the employee acts on behalf of the customer served. Exercises sound judgement and initiative to consider various business and technical alternatives to make best decisions to meet customer requirements, based upon the client's perspective. Focus on the customer via professional behavior, emotional control, and the ability to make compromises needed for project success. Demonstrates an awareness of costs, expenses, and concern for billable time in daily activities. Takes proactive steps to inform and help the manager solve problems when budget for time or cost may be exceeded.		
Productivity: Degree to which the employee demonstrates a sense of urgency and focus towards goal achievement. Demonstrates accountability and commitment to work goals. Flexible and willing to work as needed to meet deadlines and customer(s) requirements. Dependability.		
Quality: Degree to which accuracy, completeness and required documentation of work are demonstrated. Attention to detail.		
Collaborate and Communicate: Degree to which the employee acts to improve the operation of a team(s) of which she/he is a part through cooperative behaviors and respectful communication. Helps others, shares knowledge.		
Job Knowledge: Degree to which the employee demonstrates breadth and depth of job related expertise, for efficient completion of tasks. Remains up-to-date on changes/trends in technology related to job. Implements and suggests improvements for work processes and standards. Expands knowledge of job, client and company products/services as related to other positions. Works continuously to improve, learn and develop his/her technical and non-technical skill and competency levels.		
Administrative Skills: Degree to which the employee follows procedures and		

delivers correct, required documentation in a dependable manner. This includes DBTE, project work updates, personnel paperwork, and other requests for information.		
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Leadership Competencies	Rating	Summary Comments
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Leads Others to Work Together: Degree to which the employee effectively leads groups of people to work together.		
Develops Capabilities and Staff Performance: Degree to which the employee attracts, retains, and develops top talent for the company. Mentors others in appropriate technologies and work behaviors.		
Rewards and Recognizes Desired Performance: Degree to which the employee rewards and recognizes performance desired to meet project objectives and motivate continued performance.		

<i>Overall Performance Rating: This is not a simple average of the above items. Strength of competencies required for certain jobs are different. This is a compilation of the total performance of the employee in their specific job, weighing all skills accordingly for that job.</i>	
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Employee Summary Comments:

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Reviewer Summary Comments:

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Employee Signature:_____ **Date:**_____

Reviewer(s) Signature:_____ **Date:**_____

Director Signature:_____ **Date:**_____