Employee Portal

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YTY Performance Review FINAL Evaluation Form Vice President And Above JANUARY 2021 – DECEMBER 2021

NOTE

Dear Employee,

Please find below the Final Evaluation form with respect to this year's Performance Review process.

When considering a ranking, please keep the following associations in mind:

RANK / DESCRIPTION

n/a The employee is not able to be rated in a particular category

1.5 The employee is completely unable to perform

2.0 The employee is consistently under-performing expectations.

2.5 The employee is consistently under-performing expectations.

3.0 The employee is performing in-line with expectations, with periodic under-performance.

3.5 The employee is performing in-line with expectations.

4.5 The employee is largely performing in-line with expectations, with periodic out-performance.

5.0 The employee is out-performing with regularity.

5.5 The employee is consistently out-performing expectations.

Please note Sections 1 – 6 in the Performance Review relate to Category Assessments. Section 7 relatesto Overall Assessment.

1A. Evaluator Particulars:

Name Enter Name
Title Enter Title

1B. Evaluee Particulars:

Name Enter Name
Title Enter Title
Age Enter Age

Tenure Enter Tenure

SECTION 1– A REVIEW OF ACCOMPLISHMENTS

2. In looking at the Employee's Self-Evaluation form, please comment on their strengths and achievements in the past year. Please also comment on their KPI's.

3. Please also comment on areas where the Employee needs further improvement and / or development.

SECTION 2 – CORE VALUES

4. YTY has indicated that all employee behavior must be governed by our "Core Values". These values are the essence of YTY's identity – essentially the principles, attitudes and beliefs that govern how we must operate with each other, and with our valued external partners. Please rate yourself honestly and objectively in respect of our Core Values from 1.5 – 5.0 using the legend on the first page

Letter	Values	Description	Mgmt Rating	Empl Rating
A	Hardwork	• Comes to work with energy, enthusiasm, and commitment. • Does what it takes to get the job done. • Embraces challenges and adversities with grit and determination.		
B	Excellence	• Strives to always give his/her best to meet or exceed targets. • Aims to improve, enhance or be more be cient at all times. • Challenges the status-quo.		
C	Honesty	• Acts professionally, ethically, and honorably at all times. • Works to protect the Company's reputation in all instances. • Always leads by example.		
D	Positivity	• Has a "can do" attitude at all times. • Focuses on tackling issues with creativity and energy. • Inspires people around with this spirit and attitude.		

Letter	Values	Description	Mgmt Rating	Empl Rating
E	Team-Oriented	• Genuinely appreciates diversity and practices mutual respect • Proactively mentors, guides, and coaches team members. • Brings people along, and shares the credit.		

SECTION 3 –LEADERSHIP QUADRANT

5. The ability to provide leadership across multiple dimensions is critical for professional success. YTY has discussed excellence in the context of Business, People, Personal and Thought leadership. Please rate yourself honestly and objectively in respect of the key leadership competencies from 1.5 – 5.0 using the legend on the first page.

Letter	Values	Description	Mgmt Rating	Empl Rating
A	Business Leadership	• Achieves business targets consistently and efficiently • Is focused on excellence in the execution of their work • Works with a mindset of continuous improvement at all times		
B	People Leadership	• Promotes teamwork within their team and across divisions. • Is focused on mentorship, employee engagement and professional development. • Is customer-centric in their thinking, and looks for “win-win” solutions		
C	Personal Leadership	• Constantly seeks to expand their knowledge base. • Takes on challenges with positivity and a “can do” attitude. • Is able to manage change and deal with uncertainty in a constructive manner.		
D	Thought Leadership	• Thinks globally; asks reflective questions; focuses on expanding their horizons. • Not satisfied with the status quo; constantly looking to reinvent. • Focuses on innovation and strategy with a long-term perspective in mind.		

SECTION 4 – TRAINING AND MENTORSHIP

6. Is the employee sufficiently focused on training and mentorship of their team? If not, please provide your recommendations

7. What kind of professional development does the employee require in the year ahead, taking into account their Self-Evaluation

Technical Training Leadership Training

Technical Training	Leadership Training

SECTION 5 – KPI's FOR THE UPCOMING YEAR

8. Please accept, refine, or suggest KPI's for the employee based on their own KPI's noted for the year ahead. You will have up to 30 days to finalize this with the employee but please put any initial thoughts down here. Please define a minimum of 5 and a maximum of 10 areas. These could be KPI's, metrics, strategies, or codes. Each area of identified achievement needs to meet the following four points: (i) have a clearly defined objective for improvement (preferably quantifiable), (ii) needs to be controllable by you and therefore related to your current responsibilities, (iii) be viewed as a "stretch goal" and (iv) needs to be implementable in the current fiscal year.

Sn. No	KPI
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SECTION 6 – OVERALL ASSESSMENT

9. What overall rating would you give the employee on a scale of 1.5 – 5.0 taking into account the strengths and weaknesses noted in their Self-Evaluation (half or whole numbers only)?

***** END OF FINAL EVALUATION *****
(Please ensure this evaluation is emailed to your Immediate Supervisor and to Human Resources)

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