

AUXILIARY MATERIAL FOR EMPLOYEE _

ASSESSMENT HR REVIEW

INTERNAL MATERIAL



The employee's self-assessment is an important element of the interview summarizing the year-round results. Therefore, one should prepare for it properly. For this purpose, we have developed for you 5 recommended steps that you should take before meeting the manager.

Step 1 - Assess Your Own Personal Goals in Perbit

Before the meeting, make a self-assessment of individual goals in the Perbit system (the first two goals -GLC and Polish KPIs - will be introduced by HR. Leave these fields blank.) Be sure to provide detailed arguments for each goal achievement level by entering a description in the Results column and then selecting the completion level in the next column.

As a reminder, the range of specific ratings:

Excellent	> 125,00%
Over-fulfilled	105,00% – 125,00%
Fulfilled	95,00% – 105,00%
Conditionally fulfilled	90,00% – 95,00%
Not fulfilled	< 90,00%

Jeśli Twoje cele indywidualne skonstruowane zostały na bazie Milestones, dokonaj ich podsumowania, a następnie prześlij załącznik do przełożonego.

Nie zapomnij o ocenie Twojego planu rozwoju. Weź pod uwagę wszystkie działania rozwojowe, które podejmowałeś w bieżącym roku a także ilość szkoleń ukończonych w ramach Akademii PAYBACK.

Pamiętaj, że wyliczenie bonusu, które pojawi w systemie się po zakończonej ocenie, jest tylko jego estymacją. Finalny wynik swojej oceny rocznej oraz wysokość bonusu rocznego poznasz po ich zatwierdzeniu przez Zarząd (w grudniu).

Step 2 - Guiding Questions

Think about your assessment of the current year (what are you proud of, what would you like to continue working on). Prepare answers to the guiding questions (attachment) - they will be part of the summary conversation with your supervisor.

Step 3 - Assessment of the existing cooperation

The annual evaluation is a good time to provide the manager with feedback on the cooperation so far. This meeting is a space for two-way feedback - so be prepared.

When preparing for this part of the meeting, try to reflect on the following points:

- In our cooperation, I value ...
- I would like you to more often ...
- I need your support in ...
- I would like you to continue ...
- In our cooperation, I miss ...

Step 4 - What's next?

Although we have a whole year at our disposal, the HR Review period is a great time to talk about future plans, professional aspirations, and potential areas for involvement. Use this time not only to summarize the year, but also to plan the next year well.

During the HR Review, salary changes, role changes and promotions are also determined. Read the applicable rules. Check if you meet the criteria. If so, prepare an argumentation and present it during the meeting with the manager.

The decision on your final evaluation and possible financial changes will be communicated to you by the manager by mid-December, and your bonus will be paid together with your December salary.

Step 5 - Preparation for the next year

Annual goals will be set at the beginning of January - you will learn about the details of the process after the HR Review. It will also be the time to verify individual development plans and update activities for the next 12 months - learn from this year's process and use them when creating plans for the next year.