

	SESMEKE LTD.ŞTI	Numara :KYS-SP-010 Fr.11 EN
	ANNUAL PERFORMANCE REVIEW FINANCIAL AND HR MANAGER	Sayfa :1 / 4
		Revizyon : 03
		Tarih :07.02.2008

Name: Review Period: Date of Review: Position: Employment Date:
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Section I: General Performance Measures

The following areas of accountability and job performance are to be discussed with all employees during their performance review meeting. A score from 1-5 (1 is below standard, 3 is satisfactory, 5 is excellent) indicates a discussion has occurred. Additional comments should be placed in Sections II & III.

	Score1-5
<u>1-Safety</u> Demonstrates a commitment to safety principles & practices them at all times. Participates actively in safety audits, observations, meetings, and discussions. Follows safe operating practices: has a safe driving record. Maintains and utilizes PPE in the proper manner.	
<u>2-Attitude/Responsibility/Personal Accountability</u> Supports & demonstrates the SESMEKE Code of Conduct. Demonstrates an attitude that promotes a positive atmosphere that includes everyone. Is a positive influence on peers and others in the work place; takes responsibility for actions and situations within his/her control; accepts accountability as appropriate.	
<u>3-Team Player</u> Supports group and SESMEKE team success concepts. Provides input into team decisions and discussions. Works to develop consensus on ideas and group interactions. Listens to input of others and is open to new ideas. Makes others feel accepted a part of the group.	
<u>4-Quality of Work</u> Assigned work is accurate, organized, and complete. Focuses on the objectives of the assignment and strives to meet them.	
<u>5-Quantity of Work</u> Competent in establishing priorities. The volume of work completed is consistent with established standards for the position or activity. Takes initiative to identify new tasks or projects and carries them out to completion.	
<u>6-Follow-Through</u> Work activities and special projects assigned to the employee are followed through to completion within the designated timeframe. Modifications to original plans are clearly identified and communicated to supervisor.	
<u>7-Knowledge/Proficiency</u> Demonstrates knowledge of all duties and responsibilities of assigned position. Is proficient in the use of equipment, its application and operating environment.	

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<p><u>8-Time Management</u> Demonstrates good time management skills on assigned activities and uses slow times productively. Adequately identifies preparation and travel time to assignments. Spends minimal amount of company time on personal business; keeping personal phone calls & emails to a minimum.</p>	
<p><u>9-Focuses on Customer Satisfaction</u> Demonstrates a commitment toward ensuring that work performed for SESMEKE member companies, other organizations and other identified customers is professional and meets expectations.</p>	
<p><u>10-Punctuality/Dependability</u> Arrives for shift as scheduled and is on time to work or other scheduled activities. Use of Sick Leave and/or absenteeism for personal reasons is not excessive.</p>	
<p><u>11-Fiscal Responsibility</u> Utilizes sound budgetary practices in the planning of work activities. Demonstrates good judgment in estimations of costs on projects. Identifies and analyzes alternative cost saving measures.</p>	
<p><u>12-Communication Skills (Verbal and Written)</u> Speaks and writes clearly and concisely with an awareness of the intended audience. Effectively expresses ideas, thoughts and information. Is an effective trainer/facilitator (if applicable).</p>	
<p><u>13-Documentation And Reporting</u> Maintains accurate records such as logs, timesheets, training rosters, drill compliance, PR's, WO's, equipment PM's and transfers, or other documentation applicable to the job. Completes documentation legibly and is submitted timely..</p>	
<p><u>14-Leadership/Supervisory Skills/Management Ability</u> Is an effective member of the SESMEKE Management Team ?</p>	
<p><u>15-Following up the Changings of Financial Systems and Laws</u> All Taxes Law, Labor Law, Decisions and Announcements of Financial Authorities, SSK Law, Accounting and Auditing Standarts,etc.</p>	
<p><u>16-Relations with Governmental Offices</u> Visits and Reports of SSK, Tax Offices, etc.</p>	
<p><u>17-Audit Results</u> External audit results</p>	
<p>TOTAL COMMENTS :</p>	



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Section II: Supervisor Comments

Comments

Section III: Accomplishments & Goals Achieved During Current Review Period

Comments

Section IV: Employee Comments

Comments

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I have participated in a discussion of this evaluation of my performance with my Supervisor/Manager.

Date

Employee's Signature

Date

Supervisor

Date

Depot Manager Signature

Date

Country Manager Signature
