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Executive-Level Performance Appraisal Form

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1. Employee Information

Full Name: Jonathan Lee	Appraisal Period: 1 January 2024 – 31 December 2024
Employee ID: EX00345	Reviewer Name: Amanda Chin
Position Title: Head of Business Development	Reviewer Title: Chief Operating Officer
Department: Strategic Partnerships	

2. Evaluation Type

- ☒ Annual Review
- ☐ Probation (90 Days)
- ☐ End-of-Probation (150 Days)

3. Key Responsibilities & Quality of Work

Responsibility	Description	Rating (1–5)	Manager’s Comment
Strategic Partnership Development	Identify and close new high-value partnerships to expand regional influence.	5	Exceeded target by securing 4 new high-impact collaborations with government partners.
Team Leadership and Mentorship	Provide strategic direction to a team of 8 business analysts and managers.	4	Strong leadership, though 1-on-1 coaching can be more frequent.
Revenue Growth Execution	Drive business strategies aligned with financial goals.	5	Surpassed revenue targets by 18% YOY.

Stakeholder Communication and Alignment	Maintain strong collaboration across C-level, external vendors, and business units.	4	Effective communicator, but documentation of key discussions can improve.
Market Expansion Strategy	Lead geographic and market entry strategy initiatives.	5	Successfully led entry into 2 new Southeast Asia markets.

4. Core Competency Review

Competency	Description	Rating (1–5)	Manager's Comment
Decision-Making	Makes sound, data-informed decisions in a timely manner.	4	Occasionally overthinks before acting, but outcomes remain effective.
Vision and Planning	Demonstrates long-term thinking and clear planning.	5	Strong vision-setting ability, aligns well with company goals.
Communication	Communicates effectively across departments and with external stakeholders.	4	Excellent verbal skills. Needs to improve written project briefs.
Leadership	Guides, motivates, and supports the team to meet strategic goals.	4	Strong leadership presence, with potential to scale into larger scope roles.
Accountability	Takes ownership of responsibilities and outcomes.	5	Always accountable. Takes initiative to own mistakes and solve them.

5. Supervisor/Leadership Evaluation

Leadership Attribute	Rating (1–5)	Comment
Managing Performance	4	Clearly tracks KPIs, uses dashboards. Can coach the team more consistently.

Delegating & Empowering	3	Tends to take over critical tasks; needs to build trust in delegation.
Staff Development	4	Sponsors 2 mentees. Could provide more structured feedback to the team.
Conflict Management	4	Handles issues privately and calmly. Needs quicker intervention occasionally.

6. Compliance and Professionalism

- Attendance & Punctuality: Excellent
- Policy Knowledge: Fully Compliant
- Internal Control Practices: Satisfactory
- Dress Code and Hygiene: Meets expectations
- Required Training Completion: Completed

7. Employee Self-Assessment

No.	Employee Self-Assessment
1	Contributed directly to the 18% revenue growth and led our regional expansion initiative. Mentored two high-potential team members.
2	Resistance in partnership negotiations during Q2 was overcome through extended relationship-building.
3	Delegate more efficiently and build my personal brand as a strategic thinker.

8. Development Plan

Development Area	Action	Target Date
Strategic Delegation Skills	Attend advanced leadership coaching	March 2025
Cross-functional Planning	Lead a cross-departmental initiative	Q2 2025
Public Speaking	Deliver a keynote presentation at an industry event	October 2025

9. Summary and Recommendation

Overall Performance Rating (1–5): 4.5

Recommendation: Eligible for a 15% performance bonus and nomination to the Leadership Council 2025.

10. Sign-Off Section

Role	Name	Signature	Date
Employee	Jonathan Lee		
Reviewer	Amanda Chin		
HR Verification	Michelle Goh		