

Employee Information

Employee	Kofi Diallo (1038)
Department	Sales & Distribution
Designation	Coordinator
Grade	5
Direct Manager	David Wang
Review Year	2025
Reference Number	PM20251038HDR01
Final Status	Approved

Overall Score

KPI Score	38.25
Competency Score	47.30
Overall Score	85.55
Rating	Very Good

KPI Breakdown

Perspective	KPI	Target	Weight %	Achievement %	Weighted	Comments
F	Revenue Growth	100% of plan	20	88	18.00	
C	Customer Satisfaction Score	100% of plan	20	82	16.00	
I	Process Automation Rate	100% of plan	20	87	17.00	
L	Employee Training Completion	100% of plan	20	83	17.00	
F	Investment Return	100% of plan	20	85	17.00	

Competency Breakdown

Type	Competency	Weight %	Achievement %	Weighted	Comments
Behavioral	Leadership	25	88	22.00	
Behavioral	Teamwork & Collaboration	25	82	21.00	
Technical	Analytical Thinking	25	87	22.00	
Technical	Risk Assessment	25	83	21.00	

Self-Assessment

Consistently met assigned objectives and contributed to team goals throughout the review period.

Development Plan

Continue building expertise in core responsibilities and pursue relevant professional development.

Employee Acknowledgement Comments

Objectives reviewed and acknowledged.

Approval History

HR Reviewer 1	HR Reviewer One
HR Review 1 Date	10/12/2025
HR Reviewer 1 Remarks	Achievement scores and competency ratings verified.
HR Reviewer 2 (Final)	HR Reviewer Two
HR Review 2 Date	15/12/2025
HR Reviewer 2 Remarks	Final review complete — approved for the record.

Workflow History

From	To	Changed By	Changed At	Note
Draft	Pending Employee Acknowledgment	1010	20/01/2025 12:00	Send to Employee
Pending Employee Acknowledgment	Employee Acknowledged	1038	10/02/2025 12:00	Employee acknowledged
Employee Acknowledged	Submitted to HR	1010	05/12/2025 12:00	Submitted to HR
Submitted to HR	HR Review 1 Approved	1016	10/12/2025 12:00	HR review 1 approved
HR Review 1 Approved	Approved	1017	15/12/2025 12:00	Final HR approval