

Employer Worksheet

Performance Development System

Review Period: 1 December 2020 - 31 December 2020

Review Date: 17 January 2021

Employee : Baharudin
Department : Project Management & Process Improvement
Job Title : Project Management & Process Improvement - Manager

SECTION A: PERFORMANCE IN CURRENT JOB

The employee objectives in the period being evaluated

Objective Name	Comment	Status	Score
BPJS Kes - Mitracomm		Achieved	9
Mitracomm Telco - OPP5		Achieved	8
BPJS Kes Autodebet - Bank Panin		Achieved	8
BPJS JKN - BCA	Need to increase his skill on leadership and presentation(communication and interpersonal).	Not Achieved	-
BPJS Kes - Bank Mayora	Implement Project Tracking and Monitoring to the new PMO team by having a clear SOP, policies and guidance.	Partially Achieved	5
Total Objective Reviewed			4
Score			7

Employee's strength and weakness

Strength	Weakness
<ul style="list-style-type: none"> • Hard working, objective and result oriented. • High loyalty to company. • High problem solving skills : production issue. 	<ul style="list-style-type: none"> • Inter personal skill, specially to line manager, need to improve team-work with other department. • Need to improve Project Management skill, and discipline to document project progress, status and timeline. • Need to improve presentation skill. • Need to improve his leadership skill, spend too much focus on technical and technology area. • Need to improve communication skill, specially on project that need escalation or conflicting between business and technical. • Need to improve on resource planning to handle work-load

Employee opportunities for improvement

- Explore more area aside business and IT, such as start to explore finance area to understand process and anticipate for improve quality of SYB services, such as improve mitra topup process other than BCA VA(Mandiri VA).
- Attend to Project Management training for have fundamental of Project Management Methodology.
- Attend on soft skill training such as Leadership and Time Management Training.

SECTION B: OVERALL PERFORMANCE RATING

Summarizes Employee contributions

Employee have been successful manage expectation of all kind of projects with meets the target dateline.

Employee performance result

On Target : Performance meets the required standard. majority of the targets and objectives have been met. fully demonstrating the values of SYB eg. can do attitude, teamwork.

SECTION C: OBJECTIVES FOR THE PERIOD _____ TO _____

After reviewing and discussing the objectives which the employee proposed, list the agreed major job-related goals for next review period. The agreed goals must be **S**tretched, **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound (**SMART**). These goals should be assessed and updated periodically throughout the year.

- Implement Project Tracking and Monitoring to the new PMO team by having a clear SOP, policies and guidance.
- Working more closely with System Support , TL/Operation, Developer and QA to achieved High Quality of project delivery.
- Bahar need to increase his skill on leadership and presentation(communication and interpersonal).

SECTION D: SIGNATURES OF EMPLOYEE AND MANAGERS

NOTE TO THE MANAGER:

Please send the completed Performance Development System form to the next level of management for review and signature. Following management signature, the form should then be sent to the **HR Manager/Director** in a sealed envelope **marked "Confidential"**. Please put the date of the signature.

Employee Signature	Manager Signature	Next Level of Management	Reviewed by HR Manager