KPI Evaluation Form

9 Feb 2024 / Antero Lara   **Complete**

Score	2 / 3 (66.67%)	Flagged items	1	Actions	1

Conducted on	9 Feb 2024 11:32 PST
Prepared by	Antero Lara

Flagged items & Actions

Flagged items & Actions | 1 flagged, 1 action

Flagged items | 1 flagged, 0 actions

KPI Evaluation Form / KPI Evaluation / KPI Evaluation 2

Was the set KPI achieved?

No

Other actions | 1 action

KPI Evaluation Form / KPI Evaluation / KPI Evaluation 2

Based on employee's experience, was this KPI achievable within the given timeframe?

N/A

Not applicable due to worldwide event. This KPI does not look achievable in the short-term future, but possible for long-term.

To do | Priority: High | Due: 16 Feb 2024 11:38 PST | Created by: SafetyCulture Staff

Discuss with upper management regarding new goals.

KPI Evaluation Form	1 flagged, 1 action, 2 / 3 (66.67%)
Evaluator name	Antero Lara
Employee name	Jessica Adamu
Last KPI evaluation	1 Jan 2024 20:00 PST

For evaluator: Repeat the section "KPI Evaluation" as needed for every KPI.

KPI Evaluation	1 flagged, 1 action, 2 / 3 (66.67%)
KPI Evaluation 1	2 / 2 (100%)
Set KPI	Increase signed contracts by 1% this month
Actual results	Increased signed contracts by 2% this month
Was the set KPI achieved?	Yes
Based on employee's experience, was this KPI achievable within the given timeframe?	Yes
KPI Evaluation 2	1 flagged, 1 action, 0 / 1 (0%)
Set KPI	Increase premium users by 10% within the quarter
Actual results	Premium users increased by 4% within the quarter
Was the set KPI achieved?	No

Specify any roadblocks

A major pandemic happened this quarter, causing many businesses to be shut down and many employees to be let go. While we didn't lose any customers, their usage of our platform differed greatly.

Based on employee's experience, was this KPI achievable within the given timeframe?	N/A

Not applicable due to worldwide event. This KPI does not look achievable in the short-term future, but possible for long-term.

To do | Priority: High | Due: 16 Feb 2024 11:38 PST | Created by: SafetyCulture Staff

Discuss with upper management regarding new goals.

KPI Evaluation 3	

Set KPI	Increase company revenue by 5% for the year

Actual results	Company revenue increased by 0.03% for Q1

This KPI will be reviewed at the end of the year

Was the set KPI achieved?	N/A

Why?

This KPI is ongoing

Based on employee's experience, was this KPI achievable within the given timeframe?	N/A

This KPI is ongoing

Overall evaluation and feedback

The pandemic has caused a setback for achieving a major KPI but this will be discussed with upper management. The other KPIs however, are manageable.

Other comments

N/A

Evaluator signature

Antero Lara

Antero Lara
9 Feb 2024 11:43 PST