

ANNUAL APPRAISAL

(EXTERNAL MULTIPLIERS)

An Annual Performance Appraisal is the periodic assessment of the employee's job performance as measured by competency expectations set out by MultiplyMii and the Client they are assigned to.

Objectives

- ❑ To maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
- ❑ To maintain and assess the potential present in a person for further growth and development.
- ❑ To provide feedback to employees regarding their performance and related status.
- ❑ To serve as a basis for influencing the working habits of the employees.
- ❑ To continue to boost Multiplier morale and retain good performance habits.

Eligibility

All full-time and part time Multipliers are provided an Annual Performance review and consideration for merit pay increases as warranted. The Multipliers' overall performance must be evaluated to determine if a salary increase is justified. Note that the Annual Performance Appraisal does not guarantee an increase. If the Multiplier passes the Performance Appraisal, Multiplymii will do its best to recommend an increase to the Client to finalize the merit pay increase.

Rating Scale System

- ❑ 1 - Needs Improvement
- ❑ 2 - Meets Expectations
- ❑ 3 - Exceeds Expectations

Conditions:

- If Multiplier has received an increase for any reasons (promotion, salary correction, salary increase) within 6 months prior to their annual appraisal, they will not be eligible for any more increase on their anniversary date.
- If Multiplier's consolidated scorecard is 2 or higher but has been enrolled in a Performance Improvement Plan (PIP) within the evaluation year, he or she will not be eligible for an increase.

Performance Review Schedule

Performance appraisals are conducted Annually, 1 full month before the anniversary date of the Multipliers. This to give time to process the increase to be applied upon reaching the anniversary date.

Process

1. Account Managers will prepare a full-year review of Multiplier's performance from the past year's scorecard results, Client feedback and Quarterly Performance Reviews.
2. Account Managers will recommend eligibility for merit pay increase based on Multiplier performance to the Business Unit Head with HR cc'd in along with a filled-out [Performance Review Form](#).
3. Staffing Solution Business Head/Department Head will schedule a call with the Client to discuss the recommended merit pay increase and the corresponding commercial rate to be paid by the Client upon approval moving forward. (Call should be led by AM for consistency in the relationship).
4. Once verbal/written approval is secured, the Contracts and Compliance Officer will submit the updated Service Agreement to the Client for signing.
5. The signed Service Agreement will be forwarded to Finance for reference and will be uploaded to Hubspot and Google Drive for records management. Account Management will also be notified to proceed with the Performance Appraisal discussion with the Multiplier along with the good news of the merit pay increase.
6. Multipliers should sign the Performance Review form discussed by the Account Manager.

7. Signed Performance Review form should then be forwarded to HR for records and compliance.
8. Finance will then use the signed Updated Service Agreement as the basis for the monthly invoicing.
9. Once Client signature is secured, HR will now ready the Appointment Letter for Multiplier signing once the Account Manager is done with their Performance Appraisal discussion.

*In the event that the Client did not approve an increase, there are 2 options on how to proceed:

- A. The request will be revisited after 3 months (1 quarter) to seek their approval.
- B. A one-time performance bonus worth 20% of the Multiplier's monthly salary will be asked from the Client to recognize the Multiplier's contribution to their organization.

**In the event that the Multiplier is found to not be eligible for a merit pay increase based on the qualifications outlined, the Performance Appraisal discussion with the Account Manager will still be observed. Areas for Improvement should be outlined and discussed for the Multiplier to nominate his action plan to best improve his performance and the Multiplier signature is still required.

Merit Pay Increase Table

Consolidated Scorecard Rating	Merit Increase
1.00 to 1.99	None
2.00 to 2.25	3%
2.26 to 2.5	4.5%
2.51 to 2.75	6%
2.76 to 3.0	8%

Other Factors to Consider for Increase recommendation to Clients:

- Current Market Salary Rate for the Specific Role and Multiplier's Years of Experience, including study of current salary of other Multipliers in the same role.
- Multiplier's Financial Status/Multiplier Cost of Living Report including Inflation Rate
- The Multiplier's length of service and tenure