


I'm not robot!

2012 Key Accomplishments



Monster Energy's latest 13 week performance is outpacing the Energy Category growth in units by a wide margin.

	Category	Monster
• All Outlets Combined including Walmart ¹	+13.5%	+20.4%
• Convenience and Gas Channel ²	+12.5%	+18.3%

Consumers continue to embrace Monster Energy's innovation. Of Monster's 34.7% unit share in the Convenience and Gas Channel in the latest 4 weeks, the Rehab line makes up 4.2 points. Absolutely Zero makes up 2.8 points, while newer entries Cuba Lima and Zero Ultra make up 2.1 points together.³

Monster's Original 16oz continues to be one of the fastest growing products in the Energy Drink Category, in particular up +18.8% in units and 21.3% in \$'s over a year ago in the Convenience and Gas Channel.⁴

Monster Rehab Tea+Lemonade+Energy is the #1 sku in the RTD Tea Category in the Convenience and Gas Channel⁵, and Monster Rehab as a brand is the #2 brand in that Category.⁶

Monster Java is the #1 Energy Coffee brand in the RTD Energy Coffee Category in the Convenience and Gas Channel and is up +29% in units, outpacing that Category at +20.2%.⁷

Source: 1) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

2) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

3) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

4) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

5) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

6) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

7) Nielsen Scan Data 12-13 Weeks Ending 11/11/12

Employee evaluation form measuring intangible traits

As part of the performance-review process, supervisors can use the following questions to help quantify the intangible qualities of their employees.

PLANNING

- 1. Does the employee set verifiable short- and long-term goals?
- 2. Are the employee’s goals in tune with company needs?
- 3. Does the employee’s planning show sound assumptions reflecting the company’s goals and resources?
- 4. Does the employee typically achieve the expected results?

ORGANIZATION

- 5. Is the employee aware of what is going on in his or her department, including who is doing what?
- 6. Does the employee know what the department can do in an emergency?
- 7. Does the employee do a good job of delegating work according to subordinates’ abilities?

INTELLIGENCE

- 8. Does the employee see relationships between facts and draw appropriate conclusions quickly?
- 9. Does the employee learn from experience?

JUDGMENT


- 10. When confronted with an emergency, does the employee quickly recognize the most important priorities?
- 11. Does the employee appreciate the financial implications of his or her decisions?
- 12. Does he or she make decisions quickly, but not hastily?

INITIATIVE

- 13. Does the employee anticipate what has to be done?
- 14. Does the employee perform well in the absence of superiors?
- 15. Has the employee made original suggestions to improve operations?

LEADERSHIP

- 16. Does the employee explain rather than command?
- 17. Do people listen closely when he or she speaks?
- 18. Does the employee spell out the benefits of doing things his or her way?
- 19. Does he or she deal smoothly with unexpected developments?



GOALS AND PERFORMANCE EVALUATION FOR STAFF

The Goals and Performance Evaluation form is intended to guide the supervisor and staff member in discussing the nature of the staff members' job, agreed upon goals for the coming review period, and the staff members' job performance during the past review period. The final evaluation and the staff members' self evaluation (optional) will become a part of the staff members' employment record. The annual evaluation is one component of performance management, which includes ongoing feedback, coaching, and development.

Staff Member	Job Title	Department
Supervisor	Review Period Annual Evaluation Initial Review Period Other _____ (Specify)	Date of Evaluation

SECTION I: PERFORMANCE LEVELS AND FACTORS

Using the following performance levels, check the box that most closely describes the staff member's performance of job responsibilities for each performance factor. **More than one level may be checked.** A space is provided for comments about applicable accomplishments, achievement of goals and developmental concerns/needs. The inclusion of specific examples and observations is recommended.

Factors 1-10 apply to all staff; factors 11 and 12 apply to supervisors. **If a factor does not apply, please enter N/A in one of the boxes.**

PERFORMANCE LEVELS

HIGHLY EFFECTIVE: Contributions and high quality of work are widely recognized. The majority of performance outcomes routinely and consistently exceed defined expectations, producing important and impactful results for the department and/or College through planning, execution and creativity. Projects and objectives are completed in a manner that expands the scope and impact of the assignment.

SUCCESSFUL AND EFFECTIVE: The staff member is successful in performing the majority of job responsibilities and makes a solid, reliable and meaningful contribution to the department and/or College. Performance is competent, efficient and effective along established expectations. Initiative, resourcefulness and good judgment are consistently exercised.

SOME IMPROVEMENT REQUIRED/SOME SUCCESS: While the staff member's performance is effective in some areas, there are other areas in which performance is inconsistent and/or falls below established expectations.

SIGNIFICANT IMPROVEMENT REQUIRED: Performance is not acceptable in critical areas of the job and falls below minimum expectations. Significant improvement is needed. A performance development plan is recommended that defines performance objectives and strategies for achieving success.

PERFORMANCE FACTOR	NEEDS SIGNIFICANT IMPROVEMENT REQUIRED	SOME IMPROVEMENT REQUIRED	SOME SUCCESS	SUCCESSFUL AND EFFECTIVE	HIGHLY EFFECTIVE
1. QUALITY OF WORK AND/OR PRODUCTIVITY Consider accuracy, thoroughness, effectiveness, efficiency and timeliness. Consider the extent that projects are well conceived, analyzed, and implemented.					
COMMENTS					

2016

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Create a job performance review system based on the job's Key Accountabilities.

Your hiring process should include behavioral interviewing, based on the job's superior performance requirements and so should your performance review system. Employees should understand the Key Accountabilities for their job and know their performance review will look at how well they're performing them.

Step 7: Employee Retention.

So now that you've gotten the right people in the right jobs, how do you keep them? By using the information in their assessments, you'll know exactly how to communicate with them, manage, motivate, train, and reward them, etc.

Your "people manual" is just as much, or even more, important than the manuals you have for your computers, procedures, and equipment. And which is most important? I agree with author, Jim Collins: "People are not your most important asset. The right people are."

These steps will help you hire, develop, and retain your most important assets. The job benchmarking process will give you clarity and confidence in making hiring and management decisions. Its purpose is to guarantee your company will hire, manage, and retain the right people.

These steps can give you an ounce of prevention worth a ton of cure.

<http://performanceappraisalbooks.info/> Over 200 ebooks, templates, forms for performance appraisal.

Self-Assessment

If this form is part of an annual performance review, discuss the form with your manager and then select and answer those questions that most apply to you. Note that this form also includes some preparation questions to consider for the next year.

Employee's Name:
Title:
Manager:
Date:

Job Definition

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.
2. Which position responsibilities do you view as most important? Why?
3. Have there been any special circumstances that have helped or hindered you in doing your position this year? If yes, what were the circumstances and how did they affect your work?

Accomplishments

1. List your most significant accomplishments or contributions during the past year. How do these achievements align with the goals/objectives outlined in your last review?
2. Since the last review conversation, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. Describe professional development activities that have been helpful since last year (e.g., offsite seminars/classes, onsite training, peer training, on-the-job experience, better exposure to challenging projects).

Goal Setting

1. What are your goals for the coming year and what actions will you take to accomplish these goals?

Key accomplishments at work performance review. Key achievements for performance review. What are key accomplishments at work.

Career development32 Performance Review Phrases By Skill (With Examples)By Indeed Editorial TeamUpdated May 17, 2022 | Published December 12, 2019Updated May 17, 2022Published December 12, 2019Related: "What Are Your Strengths?" Interview Question: Top Example Answers and Best StrategyWe share why employers ask this question, how to select the best strength to highlight, and common mistakes that you should avoid.Effective performance reviews are key to employee engagement and can provide valuable feedback on skills and goals important to your business's success. In this article, we discuss what a performance review is, common skills assessed during a performance review and examples of performance review phrases.What is a performance review?A performance review, also called a "performance evaluation" or "performance appraisal," is an assessment where supervisors review an employee's work performance. During the review, a supervisor identifies the employee's strengths and weaknesses, sets goals and offers feedback for future performance. Many organizations conduct reviews annually while others have them quarterly, monthly or even weekly.Performance reviews may help employers:Give feedback to employees on their current performance and make organization expectations clearIdentify strengths and weaknesses of individual employees and teams as a wholeHelp team members develop as employees and peopleAllocate promotions or pay raises appropriatelyExplain individual and organizational goalsUse it as a goal-setting opportunityRelated: Top 10 Positive Feedback Examples for Employee PerformanceEffective performance review phrasesMany performance reviews are categorized by skills and goals with phrases that correlate to each category. The 12 common skills usually incorporated into performance reviews are listed below along with effective phrases for each skill.The phrases you use in a performance review impact its overall effectiveness. An effective review should discuss an employee's strengths and areas of improvement in a way that is constructive and motivating. Depending on what skills or goals you're evaluating, here is a list of common performance review phrases for each review skill:Creativity and innovationCreativity is essential in the workplace for creative thinking and problem-solving. When you are giving a performance review, you may consider using phrases similar to these:1. "Applies creative thinking to implement a vision for the company"2. "Continuously suggests new ideas in meetings and on projects"3. "Shows initiative with developing new ways of thinking to improve projects or company performance"AdaptabilityIt is important that employees adapt to change and accept and comply with new processes. Here are some phrases that may apply to an employee's adaptability:3. "Willingly adjusts their schedule to be available when needed"4. "Quickly adapts to changes in the performance of required duties"5. "Responds well to change in various situations"CommunicationCommunicating effectively with supervisors, colleagues and clients is essential throughout various industries. Here are phrases that you may use when you give your performance review:6. "Effectively communicates with colleagues, supervisors, partners and customers"7. "Clearly communicates ideas and thoughts in team meetings and conferences"8. "Is a constructive communicator and is capable of discussing difficult issues effectively and to the point"AccountabilityEmployees should strive to be accountable for their work, own up to the mistakes they make and do their best to fix them as best they can. This saves time and displays an employee's integrity. Here are some phrases that you may apply to a positive review of an individual's accountability:9. "Takes ownership in the company's success and accepts responsibility for oneself and contribution as a team member"10. Admits mistakes and errors and informs others when unable to keep a commitment"Attendance and punctualityAttendance and reliability are important factors in evaluating individual performance as both are requirements at most workplaces. While considering your employee's attendance and punctuality performance, you may write down these sample phrases:11. "Exceeds expectations in arriving on time for work, including meetings and conferences"12. "Has good attendance and doesn't violate the standard attendance policy"13. "He begins each day fully refreshed and prepared for any challenges"Productivity and quality of workIt is essential that employees remain productive during work hours to contribute to the company's goals. Productivity is also a good indicator of an employee's engagement. Here are some phrases that you may consider when you give a performance review:14. "Positively contributes to the overall performance of the company through consistent and high-quality work"15. "Continuously strives to improve profits, productivity and performance targets"16. "Shows strong time-management and organizational skills"AchievementProviding effective feedback on performance reviews includes mentioning employee achievements. Here are some phrases that may help you recognize your employee's achievements during their performance reviews:17. "Sets well-thought-out goals and continuously strives to achieve them"18. "Improved xx by xx%"19. "Made an effective system to streamline xx work processes by doing xx"CooperationCooperation is important to evaluate because an employee should be willing to cooperate with their coworkers to make sure team-based projects and daily tasks are completed in a timely manner. When each person relies on input from others to complete a task, the workflow continues at a steady pace, which can only be achieved through cooperation. Try considering these phrases when you give a performance review:20. "Displays a cooperative spirit by performing xx task to contribute to xx project"21. "Promotes cooperation well to ensure colleagues work as a team to meet deadlines"Coaching and trainingCoaching is the process of assisting employees to improve performance. Employees should be coachable so that they can perform at an appropriate level for their job role. Here are phrases that assess coaching and training ability:22. "Accepts coaching in various job duties and applies training to improve xx ability"23. "Asks for more training when xx processes aren't clear or understood"ImprovementEmployees typically have an opportunity for improvement. It is important to give them specific feedback regarding those areas so they can develop a plan to improve their performance. These phrases identify common areas of improvement:24. "Struggles to effectively overcome new challenges and find solutions to new issues"25. "Should work on developing and maintaining professional relationships"26. "Tends to focus more on what can't be done instead of what can be done"Interpersonal skillsGood interpersonal skills combine multiple skills that are often prerequisites for many jobs. Here are some effective phrases to use when you giving a performance review on interpersonal skills:27. "Works effectively within a team environment to achieve specific tasks or projects"28. "Develops constructive working relationships with internal and external stakeholders"29. "Is an effective team player as demonstrated by their willingness to help out and contribute as requested"Problem solvingProblem solving defines a problem to determine its cause, identifying possible solutions and choosing the correct solution. Here are problem-solving phrases that will make your employee aware of their abilities:30. Displays the capability to independently solve complex problems"31. Breaks a problem down before analyzing it in a more detailed manner"32. Knows how to collaborate with others effectively to find solutions to problems"Related: Top 4 Job Skills For Your Resume - Future Proof Your Career!In this video, Sinead reveals the four best skills to have in the ever-changing job market. A performance evaluation is an important tool for keeping communication flowing between teams. Periodic evaluation is a chance for managers and employees to review the recent past and discuss expectations moving forward. An evaluation also serves as an opportunity to set goals, both as individuals and as teams.Importance of self-assessmentsSelf-assessments can be equally useful for employees and managers. The evaluations are normally short, taking less than 15 minutes to complete, and have long-term benefits for all the involved parties.For employeesAlong with the performance evaluation often comes the self-assessment. An opportunity for employees to self-reflect and consider what their strengths and weaknesses are, self-assessments are not only important to growth as a worker but as a person. By critiquing their own work and behavior, employees can gain insight that helps them improve.For managersEmployees' self-assessments offer several benefits for managers. They illuminate how the employees see themselves in the context of the team and the organization at large. They highlight any disagreements or misunderstandings between the manager and the employee. Also, of course, self-assessments offer an opportunity for feedback to managers about what motivates and incentivizes an employee to do their best work."Modern employees are intrinsically motivated to work autonomously and by opportunities to learn and grow. So, from a management perspective, self-assessments - which contribute to autonomy and development - are incredibly valuable," said David Hassell, founder and CEO of 15Five. "Work product from employees who are intrinsically motivated tends to be more impactful and sustainable than work derived from extrinsic motivators, such as bonuses or fear tactics."Despite its importance, writing a self-assessment is no easy task. Analyzing oneself can be immensely difficult, especially when that analysis is submitted to a supervisor for review. If you're having trouble getting started, these five tips will help you learn how to write a self-assessment. [Learn more about performance management.]Key takeaway: Self-assessments are important for both employees and managers as a lever of professional growth. Best practices for writing a self-assessment1. Be proud.One major goal of the self-evaluation is to highlight your accomplishments and recollect milestones in your professional development. A good self-assessment should point to specific tasks and projects that highlight your best work. When describing those accomplishments, employees should emphasize the impact those achievements had on the whole business to emphasize their value to the company.Julie Rieken, CEO of Applied Training Systems Inc., said you should strive to connect your actions with a manager's goals. This alignment is encouraging to any manager and conveys that you understand your role within the larger context of the company. "If your manager needs to hit a certain number, share how you played a role in hitting the number," Rieken said. "Accomplishments you list should connect with business objectives."2. Be honest and critical.Self-assessments aren't just about highlighting triumphs. You should also critically assess the times you came up short. Being honest means pointing out weaknesses that could be improved upon or past failures that taught you a valuable lesson. Recognizing your own flaws is important to demonstrating your ability to learn and grow.Still, it's important to not be self-deprecating in your assessment. Timothy Butler, a senior fellow and director of career development programs at Harvard Business School, advised employees to use developmental language when critiquing the areas in which they need to improve. "You don't want to say, 'Here's where I really fall down,'" Butler told the Harvard Business Review. "Instead, say, 'Here's an area I want to work on. This is what I've learned. This is what we should do going forward.'"3. Continuously strive for growth.It's important during self-assessments to never stagnate; humans are constantly adapting, learning and changing. Whether you've had a great year or fallen short of your own expectations, it's important to remain committed to improving and educating yourself. Taking a moment to list your goals and objectives for the coming year during a self-assessment demonstrates that you are not content to settle."The first step is to adopt a growth mindset and understand that adult human potential is not fixed," Hassell said. "We are always in a state of becoming, and our potential increases or decreases based on many factors, including the environments where we live and work. Adopting that framework prevents people from becoming too transfixed on their perceived failures and from becoming too attached to their triumphs."Managers will also see a willingness to improve and take on new things as a sort of coachability. If an employee has been struggling, making room for growth could improve their performance. On the other hand, an employee thriving in their position requires growth opportunities to prevent boredom or stagnation.Tip: Take a moment to list your goals and objectives for the coming year during a self-assessment to demonstrate that you are not content to settle.4. Track your accomplishments.When it's time to discuss your accomplishments in your self-assessment, providing hard data to show what you've done throughout the year is highly beneficial. Employees and managers generally know how you have performed, but having concrete numbers to back up any assertion strengthens the validity of your self-assessment."If employees ... spend 10 seconds a day writing down their one biggest accomplishment, success, metric hit, feedback received for that day, they'd have 10 times more data than they'd ever need for self-assessment," said Mike Mannon, president of WD Communications. Hank Yuloff, owner of Yuloff Creative Marketing Solutions, agreed. "We teach our clients to keep a list of daily and weekly accomplishments so that when it is time for the self-assessment, there is very little guesswork as to how valuable they are to the company."5. Be professional.You should always be professional when writing self-assessments. This means not bashing the boss for poor leadership or criticizing co-workers for making your life more difficult. It also means not gushing in an overly personal way about a co-worker or manager you really like. Whether you are providing critical or positive feedback, professionalism is important. Being professional means giving the appraisal its due attention, like any other important project that crosses your desk. Dominique Jones, chief operating officer at the BetterU Education Corporation, recommends treating your self-evaluation like a work of art that builds over time. You'll be much happier with the result if you give yourself time to reflect and carefully support your self-assessment, she said. "Use examples to support your assertions, and ... make sure that you spell- and grammar-check your documents," Jones wrote in a blog post. "These are all signs of how seriously you take the process and its importance to you."Sample: How to write a self-assessmentWhile the tips above can help you write a self-evaluation, few things improve the process like seeing an example firsthand. To that end, we've created a sample self-assessment to guide you as you create your own. Strengths I am a dedicated employee who understands not only my role and responsibilities, but the larger mission of our business. I don't strive just to do my job, but also to help make this company a success.I am a good communicator who stays on task and helps rally the team when cooperation is needed to meet a deadline or solve a problem.I am a creative thinker who can come up with novel solutions and improve upon conventional ways of doing things. WeaknessesI am somewhat disorganized, which often impacts my productivity. I have been learning how to better manage my time and intentionally direct my efforts. While it remains a challenge, I have seen some progress and look forward to continually improving.Sometimes I do not ask for help when I could benefit from assistance. I am always willing to help my teammates, and I know they feel the same way, so I will try to be more vocal about when I need a helping hand moving forward. Core valuesI believe in teamwork and cooperation to overcome any obstacle.I value respect and transparency between employees and managers.I value friendship and building warm relationships within the workplace.I strive to be a welcoming and helpful presence to my co-workers. AccomplishmentsI never missed a deadline in the past year and, in fact, often submitted my work early.I've gone above and beyond my job description to ensure our team operates at an optimal level, staying late and helping others whenever it could contribute to our collective goal.I created and delivered a presentation, stepping outside my comfort zone to do so. It was well received and bolstered my confidence regarding public speaking. Goals I would like to continue developing my presentation and public speaking skills. As a weakness that I listed on previous self-assessments, it is gratifying to see that I have made some progress on this skill set and I would like to double down on the growth.In terms of professional growth, I aspire to enter a managerial role. I enjoy working closely with my teammates and considering the bigger picture, and I often help direct resources in an efficient way. I could see myself as a manager who helps facilitate teamwork and encourages workers to do their best. Feedback My manager is pleasant and transparent. I never have to guess where I stand. I appreciate the openness and direct communication so that I know what is expected of me and how well I am meeting those expectations.I would like to be more involved in decision-making at the team level. I believe each team member has unique insights that supervisors cannot fully understand since their perspective is different, and I believe involving staff members in strategic planning could greatly improve results. Keeping things simple and using short, declarative bullet points are key to writing an effective self-assessment. While the exact nature of your self-assessment might depend on your industry or your job description, this basic model can help guide you in writing a self-evaluation. Did you know? Keep your self-assessment short and simple by using bullet points. Additional self-evaluation example phrasesAlong with the elements in the preceding sample, self-evaluation forms might ask you to address some more specific areas. Your answers will give your employer deeper insights on how you view your strengths and weaknesses. Here are some tried-and-true phrases that managers like to see in a self-assessment.CommunicationFor communication efforts on the job, here are a few common phrases to include:I communicate effectively with project managers and team members.I can have difficult conversations with co-workers and managers in a respectful manner.I provide constructive feedback and know how to accept the same from team members and management.PerformancePerformance is normally the most generalized area of self-assessments. These are some effective phrases to use on the form:I worked on X projects and was able to meet timelines and goals for each one.I take the initiative on each project and confirm that I understand the parameters before launch.I'm consistently the top performer within my project team.I always look for ways to improve on the job.ReliabilityThe reliability section will discuss how dependable you perceive yourself to be, so you could include these statements:I am well known for my dependability and the way I give it my all on every project.My work is always done in a timely manner with a high level of accuracy.I'm always on time at work and arrive to meetings early, being mindful of other people's time.LeadershipFor leadership, you should use phrases that demonstrate how you've taken the initiative in the workplace. Here are a few examples:I always go out of my way to help co-workers.I make sure everyone on my team feels comfortable when exchanging ideas.I look for ways to keep my team on track and make sure important milestones are met.I brainstorm ways to motivate others and freely give praise when performance goals are met.InnovationFor innovation, the self-assessment is looking for ways that you solved problems in a creative manner. Here are a few example statements:I always look for better ways to manage projects and make sure the process goes smoothly.I'm not afraid to look for out-of-box solutions.I don't let change interrupt workflow, but instead aim to roll with the adjustments to keep projects on track.TeamworkFor teamwork, you need to demonstrate how well you work with others, using phrases similar to these:I maintain a positive attitude to benefit my co-workers and managers.I encourage team members to work together as a way for us all to reach a common goal.I'm always considerate of my co-workers' feelings and show respect for their opinions.Problem-solving skillsIn this section, you're expected to talk about ways you have come up with solutions to common workplace problems. Here are a couple sample phrases:I can look at a problem from every direction to come up with a creative solution.I'm willing to ask for help when having a difficult time brainstorming a solution to a workplace problem.Making performance evaluations a regular occurrencePerformance evaluations help everyone know where they stand and how they're performing, including in relation to the goals of the organization. Often, workplaces engage in performance evaluations annually, but they should become an ongoing process to fairly and accurately evaluate employees and create a culture of constant communication and feedback. "[S]elf-assessments cannot merely be an annual event. They are part of an ongoing and regular practice of reflection," Hassell said. "If you look at a snapshot of performance, you are never going to see the truth. It's too easy to focus on a particular experience or event and then create an overarching story around performance."This will prevent "recency bias," a type of tunnel vision that centers on recent events rather than the big picture. It also creates an inclusive, give-and-take culture where employees are invited to participate in offering feedback to their managers as much as their managers offer them feedback. Overall, an inclusive and communicative workplace has a greater chance of success."Managers who adopt a coaching or mentorship role can provide external reflections and much-needed perspective so employees can see failures as learning opportunities," Hassell said. "They can also enjoy the praise of a job well done but not dwell on past triumphs, because every company has a continued need for peak employee performance over time."Katherine Arline, Marci Martin, and Jennifer Post contributed to the writing and reporting in this article. Source interviews were conducted for a previous version of this article.

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