

Greetings **Wee Lee**,

30th Dec 2022

It's been one year, thank you for staying with us throughout the Year of 2022. This letter is to summarise your Performance Evaluation of Year 2022. Below are the average OKR and KPI of Year 2022:

OKR: **86%= +1**

KPI: **99.3 / 11 months = +1**

Performance Evaluation: **+2**

Based on the Performance Evaluation scoring, you have achieved **EXCELLENT** achievement expectations of the company.

According to the result above, you have been given a promotion to **Acting Branch Manager of Precise Rehab Penang Branch**, thus you will be given an adjustment of OKR expectations and increment (Please refer to Therapist Appointment Letter for more info)

Please refer to below OKR & KPI for more information regarding the job scope in Year 2023:

KPI Expectation: 80 conduction monthly.

OKR Expectation: 80% monthly

Therapists Objective: To improve self-performance, strengthen the bond of collaboration between Precise Rehab and other brands, by	Points
<ul style="list-style-type: none"> • 100% Completion Therapist's Client list, active & in-active client • 100% Completion of all Treatment notes • 5 Social Media Posts collab with Precise Rehab Social Media Page <ul style="list-style-type: none"> ○ 3 posts related to google review/ testimonial ○ 1 Sanctband post ○ 1 ATF or other collaboration post 	5% 5% 5%
<ul style="list-style-type: none"> • Achieved Set KPI expectations 	5%
Total:	20%

Branch Manager's Objective: To build a branch equipped with 3 therapists, 1 supervisor & 1 branch manager, by:	Points
<ul style="list-style-type: none"> • 1 event involving either University every quarter of the year** • 80% Completion of OKR of responsible Supervisor • Contribute to 1/3 (5 days) of trainees training period** • 1 Student to be posted in respective branch every quarter of the year** • 1 Probationers passed at the end of the year 2023** • Create, maintain and update Handbook** with assistance of GM to be completed by March 2023 including: <ul style="list-style-type: none"> ○ Introduction to department ○ Objective of Department ○ OKR of Department ○ Steps to achieve the OKR of department effectively ○ Core Thought Process flow for decision making ○ Common Mistake/Issue faced and how to solve ○ Suggested Skills to be obtained for that particular position ○ Suggested Probation Tasks to be given to those who are interested with that particular position <p>** Showing the communication email/ Draft/ Effort to prove the preparation/ progression of the events/ Product during monthly Evaluation of OKR, but score will be taken out if the events/ Product failed to be presented at the end of the period.</p>	10% 20% 20% 10% 10% 10%
Total:	80%

Agreed by,

Name: Ooi Wee Lee

Date:

Signature:

Reviewed by,

Name: Essen Tio Su En

Date:

Signature:

Created by,

Regards,

Teng Ruiyan

Company General Manager