

My Performance Log

Performance year: 2024/ 25 (e.g. 2024/25)

This is a confidential document. Please save this form to your personal one drive before completing to ensure that your personal data is not saved in the master template and adhere to the [information handling standards](#) and [HR data handling procedure](#).

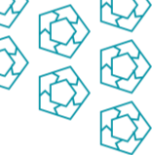


Name

JAVIER VILAS GIADANES

To be used in conjunction with
the Performance Edge toolkit





Introduction

'My Performance Log' is the one document you need to capture your performance, development and career ambition activities throughout the year. It should be used in conjunction with the Performance Edge Toolkit for guidance.

You are responsible for keeping this safe and secure on your OneDrive and in line with the [Information handling standards](#) for confidential documents. Where possible, share only links to the document and keep it up to date. Delete old copies after 7 years in line with the [HR data handling procedure](#).

There are four sections as follows:

My Agile objectives:

- Use each time you set/review your agile objectives, starting at the beginning of the performance year (or start of new role)
- Update the 'version' each time you review and update your agile objectives
- There is no limit to the number of versions, but you should review objectives during your interim and end of year performance conversations as a minimum
- When summarising your progress, remember to show how the SSE SET values supported how you achieved your objectives. Unless you are focussing on a specific value, you don't need separate objectives for each value.

My Development:

- Complete at the start of the performance year, or start of a new role, alongside your agile objectives
- Document your career aspirations, development goals and support needed.
- Review your development goals regularly throughout the year just as you do with your objectives

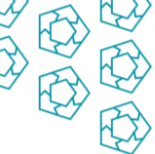
My Check-ins:

- It's important to check in regularly on your objectives progress, you don't have to document check in's but use this if you find it helpful throughout the year to capture an overview of any check-ins you have with your manager or other colleagues e.g. capture any performance-related conversation, how values are being demonstrated, feedback or coaching conversations

My Evaluation (x2):

- Complete after your interim performance conversation by 30 September and end-of-year review by the 31 March
- Capture the performance rating (directional for interim) and a summary of comments for both you and your manager
- Document your progress against personal development goals and the support you've received
- Make sure you and your manager sign the 'end-of-year review form when finalised.

Use as many pages as you need throughout the year or create more if necessary.



My Agile Objectives

Version:

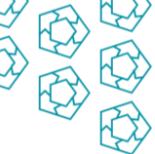
Objectives set date:

Review date:

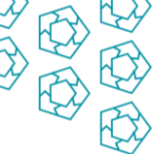
Use this each time you review your agile objectives. 'Version 1' of your objectives will be set at the start of the performance year (or after starting a new role). Add or update objectives and the 'status' should something change throughout the year. When you review your objectives, you and your manager should provide a summary of your conversation in the review section.

If your agile objectives change, update the status column or use version control to keep a track of the changes.

Agile Objective		Review			
		Employee comments	Manager comments	Status (e.g. postponed, complete, ongoing)	Date reviewed/ updated
1	IDENTIFICAR NUEVOS EMPLAZAMIENTOS PARA DESARROLLO DE PROYECTOS RENOVABLES	CARTERA CON ~2GW DE POTENCIA DE NUEVOS PROYECTOS Y + DE 3 GW EN ANALISIS, 15 NUDOS CON BESS EN PROXIMIDAD A NUDOS CON ACUERDOS.			
2	SEGUIMIENTO DE PUBLICACIONES DEL MINISTERIO Y AUTONOMIAS EN LO RELATIVO A SUBASTAS Y CONCURSOS.	CONTROL DE SUBASTAS, CONCURSOS, REQUERIMIENTOS DE PLANIFICACIÓN ESTRATEGICA NACIONAL.			
3	APOYO A EQUIPO DE DESARROLLO EN TRAMITACIÓN	PARTICIPACIÓN ACTIVA EN DESARROLLO DE JUNCAL, SASAMÓN, BALANEGRA, ARAGÓN.			



		...			
4	DESARROLLO DE PROCEDIMIENTOS, HOJAS DE CONTROL, FORMATOS COOPERATIVOS...	PARTICIPACIÓN ACTIVA EN CONTROL DE GESTIÓN TERRENOS, CONTRATOS, SEGUIMIENTO ORIGINACIÓN, ALMACENAMIENTO DE DOCUMENTACIÓN, PLANIMETRÍA ...			
5	DEFINICIÓN DE CONFIGURACIÓN PRELIMINAR DE PROYECTOS, PARA ANALISIS INGENIERÍA.	APOYO JUNTO CON INGENIERÍA DE CONFIGURACIÓN DE PROYECTOS ORIGINACIÓN Y TRAMITACIÓN.			
6	APOYO EN CONVERSACIONES CON ADMINISTRACIONES, ORGANISMOS MUNICIPALES Y PROPIETARIOS	REUNIONES PRESENCIALES EN ORGANISMOS, MUNICIPIOS Y EN NEGOCIACIONES CON TITULARES.			



My Development

Complete at the beginning of the performance year or when you start a new role, alongside your agile objectives.

Career ambitions: Looking over the next 2-3 years, how do you want to develop your career? Where could you stretch and grow?

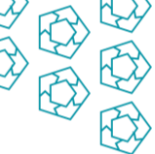
Career ambitions
COORPORATIVO , APOYO DE SSE EN PLANES INDUSTRIALES. PERSONAL , INCREMENTO DE CONOCIMIENTOS EN PROGRAMACIÓN PARA DESARROLLO DE SISTEMAS DE CONTROL Y SEGUIMIENTO.

Development goals: What are your development goals for this performance year to support your agile objectives and career aspirations? What specific learning activities could help?

Development goals
COMPLETADO EL OBJETIVO DEL AÑO PASADO, CURSO BASICO DE PROGRAMACIÓN O POWER BI, DESARROLLO DE APLICACIONES SE CONTROL.

Support needed: What other support do you need to achieve your goals?

Support needed
SISTEMAS PARA EL PROCESADO DE DATOS NO LIMITADOS A NIVEL CAPACIDAD, SE REQUIEREN MEJORES SITEMAS PARA EL PROCESADO CON QGIS. PROGRAMAS DE SEGUIMIENTO DE TAREAS NO BASADOS EN EXCEL.



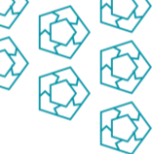
My Check-ins

Complete throughout the year, providing an overview of check-ins you have with your manager (note that these are not detailed discussion notes) and others. Document the type of discussion (e.g. coaching, feedback, general check-in). Use multiple pages as needed.

To add another page, select everything on this page then copy (ctrl-c) and paste (ctrl-v).

Date	Type*	Summary of Discussion	My Reflections
15/4/2024	FEEDBACK	CRITERIOS EN LOS OBJETIVOS PARA EL AÑO	MISMA OPINIÓN Y ALINEADO CON DECISIONES
15/5/2024	COACHING	INCREMENTO EN EL CONTROL DE DOCUMENTACIÓN	ALINEADO CON DECISIONES, REFUERZO EN SITEMA, Y DEFINICIÓN DE PROCEDIMIENTO.
15/6/2024	FEEDBACK	APUESTA POR DESARROLLO DE SISTEMAS DE ACUMULACIÓN.	OBJETIVO FIJADO PARA 9 MESES.
15/1/2025	COACHING	ESTADO DE PROCEDIMIENTOS Y SITEMAS DE CONTROL.	
LA INTERLOCUCIÓN ES DIARIA EN UN EQUIPO BIEN ENGRANADO, CON UN OBJETIVO BIEN DEFINIDO, MANGER ACCESIBLE, CON PROCEDIMIENTO MUY CLARO.			

*Feedback, coaching, others (specify)



My Evaluation

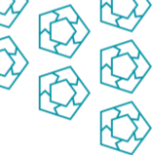
Interim performance review conversation

Complete this after your interim performance conversation to provide a summary record of your performance review conversation. Remember to discuss your progress against your agile objectives and how you have achieved them using our SSESET values.

(If you need more space, please widen the boxes or create a new page)

Performance against agile objectives	
Manager comments	Employee comments

Directional rating (1-5)	
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Interim performance conversation (continued)

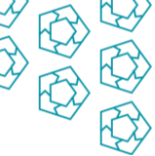
Progress against development goals

Progress against development goals

We're committed to building inclusive, high-performing teams. We encourage leaders to regularly seek feedback on both their own performance and to offer feedback to others. This drives growth, fosters diverse perspectives, and supports continuous improvement.

What have you valued about how you and the team have been led?

What could be even better over the next 3 months?



My Evaluation

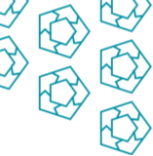
End-of-year review

Complete as a summary after your end-of-year review at the end of the performance year (31 March). Remember to discuss your progress against your agile objectives and how you have achieved them using our SSESET values.

(If you need more space, please widen the boxes or create a new page)

Performance against Agile objectives	
Manager comments	Employee comments

Final Performance rating (1-5)	
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End-of-year review (continued)

Progress against development goals

Support received to achieve development goals

We're committed to building inclusive, high-performing teams. We encourage leaders to regularly seek feedback on both their own performance and to offer feedback to others. This drives growth, fosters diverse perspectives, and supports continuous improvement.

What have you valued about how you and the team are being led?

What could be even better over the next 3 months?

Employee Name

Date:

Manager Name:

Date: