



WorleyParsons

resources & energy

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July 6, 2009

Sara Kumar
181 West Huntington Drive
Monrovia, CA 91016

Dear Sara,

Congratulations on your continued success in your role. In honor of this, you are receiving merit pay increase of 3.00% for fiscal year 2009-10, effective July 4, 2009 which will be pro-rated.

As previously announced, all merit increases will now occur at the beginning of the fiscal year. For this transition year, employees will have their merit increases pro-rated based on the number of days since the employee's last merit increase effective date (up to a maximum of 365).

- For example, if an employee received a merit increase on January 3, 2009, and the supervisor determines, based on the employee's performance, the employee is eligible to receive a merit increase of 3% for FY10, the 3% increase will be pro-rated based on the 182 days since the last merit increase and the July 4, 2009 merit increase effective date. In this example, the employee would receive an increase of 1.5% for FY10 ($(182/365) \times 3.0\% = 1.5\%$).
- All pro-rated increases of greater than 0% will be rounded up to 0.5%.
- This same formula will apply to employees who were hired during the 365 days preceding the July 4, 2009 effective date, and their date of hire will be used to make the calculation.
- In using this methodology, although the employee receives a smaller percent, he or she gets the increase sooner and thus receives the same total annual pay as he/she would have received had he/she received the full 3% on one's anniversary date (not to mention the time value of money applied to the earlier than normal receipt of the cash).

This increase will appear in your paycheck beginning July 24, 2009.

Thank you for your efforts and results. I look forward to all you will continue to bring to WorleyParsons in the future.

Congratulations!

Sincerely,

Wai Pang
Instrumentation and Control Manager

CC: Personnel File

Employee Performance Review Form

Section 1: Employee Data			
Name:	Kumar, Sara (08888)	Date of Review:	5-15-2010
Position Title:	Engineer II	CSG / Location:	
Function:		Discipline:	Instrumentation
Period of Review:	7-1-2009 - 5-15-2010	Reviewing Manager:	Pang, Wai

Section 2: Your Performance	
Key Performance Indicators (KPIs) Insert objectives that are the priorities for your role and the specific measures of success in support of key business outcomes. These may include a combination of financial, HSE, and individual KPIs.	Outcomes

Core Expectations		Outcomes					Comments
		Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Improvement Needed	Does Not Meet Expectations	
Zero Harm	Demonstrates awareness of and commitment to health, safety and environment issues and actions to address these issues; takes action to ensure zero harm to all employees, clients, contractors with zero environmental incidents.	☐	☒	☐	☐	☐	
Action Orientation	Gets results – achieves job goals set by self and others, meets timelines, pushes to achieve stretch goals, demonstrates enthusiasm, persistence and tenacity.	☐	☒	☐	☐	☐	
Building Effective Business Relationships	Has a range of interpersonal skills and approaches and knows when to use what with whom to accomplish work goals. Relates well to all kinds of people, up, down, sideways. Builds appropriate rapport and uses diplomacy and tact. Ensures people feel valued, appreciated and included in discussions. Deals well with local customs and practices when on assignment.	☐	☐	☒	☐	☐	
Customer Focus	Commits to building enduring relationships and delivering optimal customer solutions. Effectively meets internal and external customer needs, builds proactive customer relationships, takes responsibility for customer satisfaction and loyalty.	☐	☐	☒	☐	☐	
Dealing With Change	Demonstrates agility and is able to remain effective when experiencing major changes in work tasks or the work environment. Adjusts effectively to work within new structures or cultures, and with new work processes or requirements.	☐	☒	☐	☐	☐	

Employee Performance Review Form

Integrity and Trust	Diligent in adhering to required processes and legislation, does what they say they will do, and consistently delivers what they say they will deliver. Is open to personal development and prepared to admit to mistakes.	☐	☒	☐	☐	☐	☐
Leadership	Leads by example, builds committed, empowered and motivated teams and promotes open communication. Champions the values of leadership – relishes leading, performance and delivering results.	☐	☐	☒	☐	☐	☐
Technical and Functional Skill	Demonstrates technical skills and applies the necessary skills and behaviors to tasks to deliver quality, accurate and timely work to the team and external customers.	☐	☒	☐	☐	☐	☐
Expectations of Supervisors and Managers (or where relevant to a position)							
Command Skills	Creates alignment and energy in achieving clear end goals. Provides direction and inspires others to follow the lead in both stable and changing conditions. Encourages debate around diverse views and makes tough decisions when required.	☐	☒	☐	☐	☐	☐
Develops Effective Teams and Individuals	Builds cohesive and effective teams which deliver team objectives. Clarifies team members' skills, abilities and aspirations. Sets performance expectations. Provides challenging and stretching tasks and assignments. Proactively coaches performance. Develops people and ensures that development plans are in place to bridge gaps.	☐	☒	☐	☐	☐	☐
Business Acumen	Knows how the business works, what drives profitability, and what will increase growth to deliver value to the shareholders.	☐	☐	☒	☐	☐	☐
Managing and Measuring Work	Effectively plans and manages time and resources to ensure that work is completed efficiently. Delegates effectively to others. Sets clear objectives and measures. Clearly assigns ownership and accountability for tasks and decisions and monitors process, progress and results. Provides timely and regular feedback and coaching.	☐	☒	☐	☐	☐	☐
Managing Vision and Purpose	Understands and communicates the company's global vision and purpose. Translates the vision into practical goals and objectives for people in their organization. Rallies support for people to commit to the vision. Takes actions that are aligned with global and regional business processes.	☐	☐	☒	☐	☐	☐

Summary Performance Rating	
☐	Significantly Exceeds Expectations
☒	Exceeds Expectations
☐	Meets Expectations

Employee Performance Review Form

	Improvement Needed	
	Does Not Meet Expectations	

Section 3: Feedback

Manager feedback on performance for the performance period

(GbKslylyOu) For SAMRAF MDU project, Sara's main responsibilities were marking-up the P&ID and reviewing it after it had been re-drafted, instrumentation database data entry, instrumentation database datasheet entry and review and recheck calculations. She was also given an assignment to review and re-evaluate a special loop description and presented it to the SAMREF leads which showed her attention to details and had done a job well done. Sara was also assigned to Maiyur to track the manhour usage and performance. Overall with the tasks that she was assigned to, her performance exceeds expectation.

Employee feedback on performance for the performance period

No Comments.

Section 4: Individual Development Plan

Aspirations and career interests with WorleyParsons (including mobility)

No Comments.

Development Needs

Short term (up to 12 months) career development needs

On-the-job experience

Continue to enhance her knowledge and skills as a engineer on the Job

Learning & Development

Long term (up to 5 years) career development needs

Specific actions related to achieving the above needs and aspirations

By whom

By when

* It is mandatory to update your CV in conjunction with your performance review and post your updated CV on your profile within ME.

Your Signature:

Sara Kumar

Date:

4/7/10

Manager's Signature:

W. K. S. O.

Manager's Manager Signature:

Date:

4/7/10

Date: