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| **Performance and Development Objectives Form** | | | | |
| **Name** | **Md.Arifuzzaman Arif Date** | | | **31-10-2023** |
| **Job Title** | Software Engineer | | | |
| **Reviewer Name** |  | | | |
| **Starting point** | | | | |
| **What is the employee's current level or standard in relation to their job role?** | | *Md.Arifuzzaman Arif is currently performing at an exemplary level in his role as a Software Engineer.* | | |
| **Objectives** | | | | |
| **What objectives or goals does the employee need to achieve?** | | *Complete a specified number of coding tasks or projects within a given timeframe.*  *Achieve a certain level of code quality (e.g., low bug count, high performance).*  *Collaborate effectively with cross-functional teams.* | | |
| **Timescale** | | | | |
| **When will progress against objectives be reviewed? What is the timescale for reaching these goals?** | | *Short-Term Goals: These could be achieved in a few weeks to a few months.*  *Medium-Term Goals: These might take several months to a year to achieve.*  *Long-Term Goals: These are typically set for a year or more, and may align with the organization's strategic*  *Plan.* | | |
| **Actions** | | | | |
| **What actions does the employee need to undertake to be able to fulfil the objectives?**  **This could include their regular responsibilities and the standards expected.** | | * *Set Clear Priorities: Identify and prioritize tasks and projects that align with the objectives.* * *Compliance and Ethics: Follow company policies, procedures, and ethical guidelines in all* * *Plan and Organize Work:* *Create detailed plans for completing tasks and projects within the given timeframe* * *Collaborate with Team Members:* *Work effectively with colleagues, contribute to team goals, and share knowledge and expertise* * *Continuous Learning and Development:* *Stay updated on industry trends, technologies, and best practices relevant to the role.* | | |
| **Methods of measurement** | | | | |
| **How will progress be reviewed? How will you measure when the goals have been reached?** | | *Key Performance Indicators (KPIs):* *Establish specific metrics or KPIs that directly relate to the objectives. Regularly track and measure performance against these indicators.*  *Performance Reports:* *Generate reports or dashboards that provide a visual representation of progress towards goals. These reports can highlight achievements, areas for improvement, and trends over time*  *Feedback and Evaluation Meetings:* *Conduct regular one-on-one meetings between supervisors and employees to discuss progress, challenges, and any adjustments needed to stay on track*  *Objective Measurement Tools:* *Utilize specific tools or software platforms that are designed to track and measure progress towards predefined objectives.* | | |
| **Support/Training** | | | | |
| **What training and/or support will be offered or needed to attain the goals set?** | | *[Formal Training Programs: Provide structured training sessions, workshops, or courses focused on relevant skills or knowledge areas needed to achieve the objectives]*  *[On-the-Job Training: Offer hands-on training within the workplace, allowing employees to learn and apply new skills in real-world situations]*  *[Mentorship or Coaching: Pair employees with experienced mentors or coaches who can provide guidance, share insights, and offer advice on how to achieve their goals]*  *[Peer Learning and Collaboration: Encourage employees to share knowledge and skills with their colleagues, creating a culture of continuous learning and support]* | | |
| **General comments: [Team Collaboration: Collaborating well with colleagues fosters a positive work environment and leads to more productive outcomes.]** | | | | |
| **Date of next review:** | **31-10-2024** | | **Employee Signature:** | **Arif** |
| **Manage:** |  | | **Manager Signature:** |  |