**Performance Review**

**Employee Information**

**Name : Chenlin Ye**

**Department/Title : IT/Application Developer**

**Start Date : 11/06/2017**

**Review Date : 11/29/2018**

**Supervisor Name : Cashin Yong**

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| **Technical Skills** | |  |  | | --- | --- | | Design skills | 3 | | Troubleshooting skills | 4 | | Problem-solving | 4 | | Coding skills | 3 | | Innovation | 3 | | **Score** | 17 |   **Comments: Chenlin can pick up where others left off without skipping a beat. He is able to dissect what the issue is and able to understand the original intent and improve upon what’s already there.** |
| **Productivity** | |  |  | | --- | --- | | Production | 4 | | Ability to handle complex projects | 3 | | Time management | 3 | | **Score** | 10 |   **Comments: Chenlin has been a big asset and helping the team meet deadlines consistently and shows that he can work within the expected timeline given.** |
| **Quality of work** | |  |  | | --- | --- | | Quality | 4 | | Supportability of the product after go-live | 3 | | Adherence to coding standards | 3 | | **Score** | 10 |   **Comments: His attention to detail shows. Especially when something is deployed to production. He consistently shows that he has put a lot of thought into his work as it rarely causes any issues once it’s deployed.** |
| **Will Do** | |  |  | | --- | --- | | Effectiveness of off-hour support (if applicable) | N/A | | Adaptability and initiative | 4 | | Ownership | 5 | | **Score** | 9 |   **Comments: You can always count on Chenlin to be a team player and do what is needed without hesitation. He also takes pride and ownership in his work, and that shows that he doesn’t take anything for granted.** |

**Total Score= 46**

**5=Far Exceeds Expectations**

**4=Exceeds Expectations**

**3=Meets Expectations**

**2=Needs Improvements**

**1=Does Not Meet Expectations**

**Manager Comments**

**Chenlin continues to demonstrate a strong willingness to work through problems and is a strong team-player that will do what it takes to make the team successful. He can benefit even more by allowing himself to voice certain viewpoints to his peers and stakeholders so that they are taken into consideration as he often has good, practical suggestions to solve challenging problems.**

**Employee Comments**

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**Employee Signature Manager Signature**

**Definitions**

The following are definitions for the various sections.

**Technical Skills**

**Design Skills** – The employee’s ability to design solutions relating to the components of the job. Examples: algorithms, processes, and user interfaces.

**Troubleshooting Skills** – The employee’s ability to develop and implement effective breakpoints and test cases to isolate and identify breaks.

**Problem-Solving** – The employee’s ability to quickly and efficiently resolve errors once breaks are found.

**Innovation** – The employee’s ability to come up with and implement creative ideas and produce results that lead to increased efficiency.

**Productivity**

**Production –** The employee’s ability to produce results in a given timeframe.

**Ability to handle complex projects** – The employee’s ability to produce solutions of significance relative to their level of experience, responsibility and assignments. Highly complex projects tend to be those that cross business units, systems, or topologies and involve large teams and processes.

**Time Management** – The employee’s ability to use time effectively and efficiently, concentrate effort on more important priorities, and attend to a broad range of activities.

**Quality of Work**

**Quality –** The employee’s ability to produce work with minimal errors, especially bugs discovered after rollout.

**Supportability of the product after go-live** – The employee’s ability to design a solution that is well–architected, sufficiently fault-tolerant and able to be followed by other engineers.

**Adherence to coding standards** – The employee’s adherence to computer programming methods.

**Will Do**

**Effectiveness of off-hour support (if applicable)** – When on-call, the employee’s ability to respond to and solve issues without additional resources or assistance as well as the use of judgment about when and what to elevate.

**Adaptability and initiative –** Adaptability measures how well an employee is able to function in changing or unfamiliar circumstances. Initiative refers to an employee’s ability to originate action independently.

**Ownership** – Overall, does the employee take charge of programs and systems he/she is responsible for and take ownership of tasks assigned?