Annexure - I

**PERFORMANCE APPRAISAL FORM**

**Personal Details**

**Employee Name:** Maurice McIver **Date of Joining:** Jan 2001

**Title :** CEO **Review done by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Period:** April 10 – Mar 2011

**Definition of Ratings:**

**Excellent (5):** Has been consistently successful in achieving very difficult goals. This level performance is “rarely” achieved.

**Very Good (4):** Attained & Maintained good results even under adverse conditions

**Good (3)**: Has successfully achieved the objectives of the position. In a few instances, may have exceeded some key targets.

**Satisfactory (2)**: Has achieved the objectives of the position with satisfaction. There is a scope of improving and enhancing the performance.

**Needs improvement (1):** Performance is acceptable in some aspects, but in general "does not meet" expected competence required of assigned position level.

**Instructions:**

It is IMPERATIVE that you illustrate specific, detailed examples for the ratings given. Ratings MUST support and be substantiated by narrative comments.

|  |  |  |
| --- | --- | --- |
| 1. **1. Key Result Areas**   Please mention Key result areas/ goals decided between the Project Lead/ Resource Manager in the beginning  of the assessment year or in the beginning of the project. Rating should be done on the basis of the performance  achieved on each goal both in terms of quantity and quality.    5 - Excellent; 4 – Very Good; 3 – Good ; 2 – Satisfactory; 1 – Needs improvement |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Result Area** | **Rating (Self)** | **Remarks** | **Rating (Reviewer)** | **Remarks** |
| **Customer Service** | **4** | **Customer service was the area our customers think we do best with as determined by a survey.** |  |  |
| **Human Resources** | **3** | **Turn-over is low. Funded retreat. Hired HR company to create this evaluation system.** |  |  |
| **Requirements Management** | **3** | **Few defects found in requirements and customers are generally very happy with software once deployed.** |  |  |
| Finance | **4** | **Kept company stable financially through recession and lose of IRG work in Dec 09 and USRider in Dec 10.** |  |  |
| **Project management** | **1** | **Project management process is non-existent. Studying PM now.** |  |  |
| **Operations** | **3** | **Supervised creation of Newton to help manage operations. Nearly all admin issues addressed so that team focuses on customers.** |  |  |

1. **Demonstrated Performance**

5 - Excellent; 4 – Very Good; 3 – Good ; 2 – Satisfactory; 1 – Needs improvement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Attributes** | **By Self**  **Rating scale (5,4,3,2,1)** | **By Reviewer**  **Rating scale (5,4,3,2,1)** | **Remarks** |
| Project – Related Attributes | | | |  |
| 1 | Quantity of Work | 4 |  | Completed and / or maintained requirements management for all company projects after TK resigned. |
| 2 | Quality of Work | 3 |  | Few defects found in requirements. |
| 3 | Timely Completion | 2 |  | Competing priorities and poor project management make it difficult to always meet client expectations in regards to the schedule. |
| 4 | Project Ramp up |  |  | Don’t know how to evaluate this. |
| 5 | Adhering to processes | 2 |  | Helped to define many processes. However, on occasion I do not follow processes when the scope of work is small or very high priority. |
| 6 | Debugging Skills | 3 |  | I have written difficult database queries to ascertain the current state of the database and the history of changes which has helped in key situations when data was corrupted. |
| 7 | New Learning | 2 |  | Read few books. |
| Personal Attributes | | | |  |
| 8 | Communication Skills (ability to convey thoughts & feelings accurately, both written & oral communication) | 4 |  | Able to communicate with staff and customers over a wide range of topics. |
| 9 | Motivation (internal force driving to achieve excellence) | 4 |  | I love my job and enjoy providing the best service to our customers. |
| 10 | Initiative & Leadership (ability to take action without being told Can lead team, projects and is sought after for help) | 5 |  | I have shared many ideas with the team and lead requirements management for Newton which is helping the team to communicate and coordinate efforts. |
| 11 | Self-Discipline (complying to general rules and timelines) | 2 |  | No comment. |
| 12 | Creativity /Innovation (ability to bring new perspective to the problem, deviate from traditional pattern of thinking) | 4 |  | Newton was my idea and it’s helpful. |
| 13 | Team-work (ability to work with other people to accomplish a shared goal) | 3 |  | I work with many people in the team directly. |
| 14 | Problem Solving & Attention to detail (to locate and identify the real difficulty & Resolve the problem) | 4 |  | Very few defects found in requirements. Solving problems is what I do every day |
| 15 | Candor (truthfulness and expressing the opinions, views, information frankly and timely) | 5 |  | I speak my mind and do not hide or conceal my honest appraisal. |
| 16 | Judgment (can analyze, observe and judge the technical and human aspects) | 2 |  | No comment. |
| 17 | Professionalism ( focused in work, respecting team mates, well-mannered in office, maintain office decorum) | 5 |  | I focus on business while at work. |

1. **Areas where you will focus for improvement**

**By Self**

|  |  |
| --- | --- |
| **Technical Areas** | **Non – Technical Areas** |
| Project Management | Performance Evaluations |
| CMMI | Hiring |
|  |  |

**By Reviewer**

|  |  |
| --- | --- |
| **Technical Areas** | **Non – Technical Areas** |
|  |  |
|  |  |
|  |  |

1. **New Learning to be implemented in next assessment year (Project Manager’s ownership)**

1.Practical project management experience.

2. CMMi familiarization.

3.

**5. Goals for the next assessment year**

**1. Project management process is well defined.**

**2. Company is ready for CMMI level 2 certification**

**3.Performance appraisals are executed predictably and result in increased performance, accountability and moral.**

|  |  |  |
| --- | --- | --- |
| Employee Signature: | Supervisor Signature: | Date: |

Annexure - II

**Peer Feedback/ Reverse appraisal**

**Personal Details**

**Employee Name:** Kalpesh Patel **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting officer:** Maurice McIver **Review Period:** April 10 – Mar 2011

**Provide Feedback about your Team Leader/ Project Manager**

Please note that the inputs/comments/rating thus received would be kept **completely anonymous,** but the views expressed by the employees, in combination with those of others, are extremely important to make XEO a great place to work.

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**Satisfactory (2)**: Has successfully achieved the objectives of the position. In one or two instances, may have exceeded some key targets.

**Needs improvement (1):** Performance is acceptable in some aspects, but in general "does not meet" expected competence required of assigned position level.

**Assessment**

5 - Excellent; 4 – Very Good; 3 – Good; 2 – Satisfactory; 1 – Needs improvement

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Attributes** | **Ratings by Reviewer** | **Remarks** |
| 1 | **Team work:** adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfill any commitments made to others on the team. | 4 | He always ready to help and also helped in completing pending worked in many cases |
| 2 | **Initiative :** Recognize opportunities and do not hesitate to take up new challenges | 5 | He has great ideas and vision |
| 3 | **Ownership**: Sense of responsibility and accountability towards one’s work and organization at large. |  | No comments |
| 4 | **Cooperation :** The ability to work with other people to accomplish a shared goal | 4 | Helped in issue solving |
| 5 | **Technical Competence:** The ability to complete the technical aspect of one’s job | 5 | He is very strong in T-SQL |
| 6 | **Leadership skills**: ability to inspire team members to do their best and provide them the necessary support and guidance so that they can achieve the excellence in whatever task they undertake. | 3 | I have noticed that in some cases project leaders fail to deliver the cycles on time. Might be constant monitoring is the thing that is missing. |
| 7 | **Decision Making**: Ability to weigh all available and relevant facts and available sources of information to determine within a reasonable time, the course of action that is to be followed. | 4 | As he is strong in technical aspects and the requirements he always come with the best way to deal |

Additional Feedback.

**In what areas do you think this employee is a role model for others in the organization?**

He has strong vision and technically strong and also he is always ready to help the colleagues.

**In what areas do you recommend this employee focus for development?**

As per the Annexure – 1, I can conclude that he is well aware of the areas where he can improve; here I also mentioned that he can do better in Project management by utilizing available resources for timely completion of projects.