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# **Review & Development Form**

### MentorMate Paraguay

[Ivan Weiss](mailto:ivan.weiss@mentormate.com)

Quality Engineer II

Review period: August 23 - Feb 2024

Length of Service: 6 months

Manager / Mentor: [Hugo Nunez](mailto:hugo.nunez@mentormate.com) / [Hugo Melgarejo](mailto:hugo.melgarejo@mentormate.com)

[**Review & Development Form  
MentorMate Bulgaria**](#_a6sb80h7mj3n) **1**

[STEP 1: Feedback Gathering  
By the 10th of the anniversary month](#_35f55nqtxknk) 3

[STEP 2: Self-assessment  
By the 15th of the anniversary month](#_muhq429fywn2) 4

[STEP 3: Lead/ Manager Assessment  
By the 20th of the anniversary month](#_yfp74vv9zr66) 8

[STEP 4: Annual Review Meeting  
By the 30th of the anniversary month](#_h0m03heawsz8) 8

[STEP 5: Goals Finalization  
Within 2 weeks after the review](#_3sloc72spfls) 8

## STEP 1: Feedback Gathering By the 10th of the anniversary month

Feedback gathering can happen throughout the whole evaluation period, especially after releases and project completion. Now, as part of the review process, please specify the projects and key people you have worked with together during the last year if you have sent the form previously to them - awesome. If you haven’t, please send it now.

* Include your Project Managers and Project Team Leads in the list
* Select 2-3 team members. Your Lead will also select 2-3 team members. 4-6 team members is not a hard limit but we want to make sure the process remains manageable for all and the reviewers can send meaningful feedback
* If you are in cross-functional or leadership roles, ensure you have cross-functional representation in line with your level of collaboration
* You can also have 1:1 meetings with the people you have worked with the most to hear their feedback. We encourage personal interactions and conversations - they are a strong tool for building and strengthening a relationship

| Projects: | Pelvital |
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| Project Managers: | [Emma Jorstad](mailto:emma.jorstad@mentormate.com) |
| Project Team Leads: | [Monika Koykova](mailto:monika.koykova@mentormate.com) |
| MM Team Members | [Hugo Medina](mailto:hugo.medina@mentormate.com), [Roberto Rodríguez](mailto:roberto.rodriguez@mentormate.com), [Katrin Kamenova](mailto:katrin.kamenova@mentormate.com) (but she is not a member anymore) |
| Client Team Members: | XXX |

The feedback will be collected, summarized, and presented to you during Step 4: Review Meeting.

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## STEP 2: Self-assessment **By the 15th of the anniversary month**

To fill out the form add ratings and comments for the criteria below.

**Ratings:**

* Requires Improvement – does not meet expectations, immediate improvement is needed
* Improvement Suggested – meets most of the expectations, improvement is suggested in some areas
* Meets Expectations – satisfies all expectations consistently
* Exceeds Expectations – meets all expectations and exceeds some of them
* Above and Beyond – consistently exceeds all expectations and sets a unique example

**Comments - you can include:**

* Past achievements, successful initiatives, and the difficulties you have faced
* Areas for improvement or further development that will serve as a base to formulate your next goals
* Be specific, systemized and include examples

**As guidance for filling out the form, you can check:**

* [Review & Development Process](https://mentormate.atlassian.net/wiki/spaces/MMPY/pages/4339073152/Review+Development+Process+PY)
* [Career Framework](https://careerframework.devsmm.com/login)

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| MentorMate Core Standards  This criterion relates to the way we do business and work together ([Brand Platform](https://mentormate.atlassian.net/wiki/spaces/MMBG/pages/3491954691/MM+Brand+Platform)). It also relates to our professionalism, work ethics, and attitude. These are an integral part of the company’s culture and fundamental criteria for being part of MentorMate.  Hints for filling the section: Refer to the set of standards that help you be professional and the challenges you face; refer to MM values by sharing which one you demonstrate the most, which one the least, and why. |
| **Your rating:** Meets Expectations – satisfies all expectations consistently |
| **Your comment for past and next year:**  **Reflection on the Past Year:**  This year has been an incredible journey. The professionalism, structure, and attitude of my coworkers are aspects I highly value. I feel that my integration into the team is progressing smoothly, and my values align well with those of the company. Collaboration is something I thoroughly enjoy, and feeling like a part of this team is rewarding.  Participating in the bootcamp training with Kate was an experience I greatly enjoyed. The flexibility I experience here is simply fantastic; working agilely and learning the necessary tools for the project on the go is something I truly appreciate.  I really like the company's transparency. I firmly believe in the importance of dedicated systems for gathering feedback, like this document and the forms for my colleagues. This is, in my opinion, the best way to identify areas for improvement and recognize my strengths. With this information, I can set clear improvement goals.  **Achievements Highlighting Collaboration:**   * **Raffle of a Python Script**: Developed a Python script to facilitate company raffles, a creative solution to help with raffles. * **Data Management for the Pelvital Team:** My work involved manually extracting data from MongoDB and converting it for use in Google Sheets. Though the process was not automated initially, my technical understanding and meticulousness ensured accuracy in data handling. This collaborative effort was further highlighted when Fede developed a script for a part of this conversion process. * **Presentation on AI in Testing**: I prepared and delivered a presentation on the role of AI in Quality Engineering practices. This initiative was aimed at fostering innovation and sharing knowledge * **Support for the Design Team in Client Documentation**: Assisted the design team in preparing documents for client review. This task involved creating labeled screenshots for all the design screens and flows, enabling the client to effectively compare the actual app with the proposed designs.   **Identified Area for Improvement - Rigorousness:**  Despite my significant contributions, I recognize the need to enhance my meticulousness, as evidenced by an oversight in the ICIQ Survey/Personal Goal project. This incident, where I missed a discrepancy in data representation, highlights the importance of detail-orientedness and thoroughness in ensuring accuracy and reliability in our outputs.  **My goals in this aspect for the future are:**   * **Enhance Collaborative Endeavors:** I am eager to increase my involvement in projects that require cross-functional collaboration. By leveraging diverse skill sets and perspectives, I aim to contribute to more impactful and innovative outcomes. * **Elevate Quality Assurance Efforts:** Recognizing the importance of meticulousness, I am committed to bolstering my focus on detail-oriented practices. My goal is to ensure that oversights do not compromise the integrity of our work, thereby maintaining the high standards expected at MentorMate. |
| **Manager rating:** Meet Expectations |
| **Manager comments for past and next year:** Ivan demonstrated that met expectations in MM Core Values showing collaboration, flexibility, integrity, and transparency in his interactions with the practice members and team members.  One of his main strengths is **collaboration**. He is always available to help and collaborate with the team.  I want to point out that he was one of the first volunteers to share what his project is about and how he uses AI to be more efficient in QE tasks.  Ivan's first steps in including his first project were quite changing due to the market at that time, but Ivan Also **flexibility** to adapt himself for the next potential project. Ivan has demonstrated high standards of **ethics** and **morals (integrity)** in his interactions with team members and practice.  One challenge I want to propose to Ivan is still working on the rigorousness. We have faced situations where the desire to finish our task on time steps in some defects in the product, or in other words, for the lack of exhaustive analysis of the User stories he missed some test scenarios, and that triggered re-testing by the Lead.  Overall, Ivan is doing good, and I encourage him to keep moving in this direction and focus on detail-orientation skills. |

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| Leadership & Ownership  This criterion incorporates taking initiative, resolving problems, managing yourself and others to effectively set and meet commitments and goals, thinking, acting, and reacting if the other party’s needs and problems are your own.  Hints for filling the section: Refer to your achievements and/or challenges to meet project goals and timeline, and organize yourself and others to move work forward. If you are in a senior role, refer to the support and mentorship that you provide to other team members. |
| **Your rating:** Improvement Suggested – meets most of the expectations, improvement is suggested in some areas |
| **Your comment for past and next year:**  **Reflection on the Past Year:**  My focus has been on proactively contributing through solution-oriented thinking, effective self-management, and taking ownership of tasks with a keen eye on project goals and timelines.   * **Solution-oriented and Critical Thinking**: I've aimed to view situations from multiple perspectives (team, client, MM) and suggested solutions to enhance the app's user experience. My testing approach includes customer-centric scenarios, considering diverse user inputs like unusually long names or emails. * **Leadership**: In the Pelvital project, I largely self-managed my tasks while ensuring to seek validation for my work. I consistently defined and pursued my tasks, from daily to-dos to project-specific objectives. Moreover, I've started to share my knowledge with peers, such as using AI for digital note-taking and introducing them to GitHub Copilot and GPT. * **Supervision**: While I operate independently on straightforward tasks, I appreciate and actively seek guidance for more complex issues. This has been particularly beneficial for tasks like configuring patient data across various weeks in the past for the ICIQ survey. However, I also request guidance for topics I'm unfamiliar with, such as SSL pinning, without conducting initial research that could have clarified it * **Ownership**: I've demonstrated my ability to handle moderately complex tasks independently, actively making decisions to enhance user experience. I've been vigilant in identifying potential issues, learning the importance of validating functionality with BAs from past experiences.   The biggest challenge was acquainting myself with new tools and practices, including MongoDB, TestRail, and mobile/web app testing. Despite these hurdles, I've effectively communicated with team  members, missing only three issues throughout the project.  **Goals for the Future:**   * Looking ahead, I'm really excited about diving deeper into QA automation and putting my programming skills to use. It's going to be interesting and rewarding tackling complex automation challenges and figuring out how to make things work. * Once I dive into automation, I'm eager to take on a leadership role within our practice by sharing everything I learn with my colleagues. This includes the practices and approaches I adopt, the hurdles I face, and the innovative solutions I devise along the way * Moreover, I'm looking forward to catching all the issues and helping my team achieve our project goals with fewer hiccups along the way |
| **Manager rating:** Improvement suggested |
| **Manager comment for past and next year:** In terms of Ownership, Ivan demonstrated solution-oriented thinking, one behavior that address this comment was when he had the challenge to find a way to automatize some manual works (documentation stuff) and he was able to automatize them. Also, I want to point out that Ivan showed leadership skills when he presented as a volunteer to show how he is using AI in his project. He led by example.  I encourage to Ivan keep working on being more independent, shifting his proactiveness from asking for tasks to providing ideas on how he can help in the sprint. Also, I recommend keeping working on detail-oriented skills, thoroughness and attention to detail are main skills that a QE needs to have. |

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| **Technical Competencies & Processes**  This criterion is about using technology to effectively and efficiently provide MentorMate’s clients with high-quality solutions that satisfy their business needs. While the specific aspects of technical contribution differ based on the different roles and seniority, at the center of everyone’s day-to-day job stands out-of-the-box thinking, innovation, and technical knowledge. In addition, this criterion measures adherence to our development processes, practices, and standards, which are set internally by MentorMate or by our clients.  Hints for filling the section: Refer to the technical competencies you have gained, solutions you have implemented, technical approaches you have integrated, and process improvements you have made. |
| Your rating: Meets Expectations – satisfies all expectations consistently |
| Your comment for past and next year:   **Technical Competencies & Tools Learned:**  **Postman**: My familiarity with Postman was significantly enhanced during my time on the Pelvital project. I've moved beyond basic uses to best practices and learning how to effectively utilize Postman in a team setting, optimizing our collective efficiency.  **New Tools**:   1. **MongoDB Compass**: Diving into MongoDB Compass opened up new avenues for managing and manipulating databases with more agility. 2. **TestRail**: This tool became my go-to for test case management, allowing me to track our testing efforts systematically. 3. **Charles**: Learning to use Charles for network debugging has significantly improved my ability to diagnose and resolve network-related issues within our applications.   **Solutions Implemented:**  One of my key contributions was automating the conversion of JSON to XLSX using an existing script by Fede, which streamlined the process of converting client therapy data to Google Sheets.  **Technical Approaches & Process Improvements:**  Throughout the year, I've been proactive in identifying and reporting multiple bugs, contributing to the enhancement of our software's reliability and user experience. Some notable issues I reported include:   * Problems with the Edit Patient Profile functionality. * Text overflow in the Email Field on the "My Profile" page. * Unintended behavior of gradient effects during the "Get Ready" phase in therapy sessions. * Several backend improvements concerning patient information handling and clinician portal updates. |
| Manager rating: Meet Expectations |
| Manager comment for past and next year: Ivan has demonstrated very good technical competencies, learning tools like Charles, MongoDB and practice´s tools like TestRail and JIRA.  As I mentioned above, chasing the goal of avoiding manual tasks he found the way to automatize the conversion of JSON to XLSX using a script. The desire to obtain knowledge gives him an advantage to tackle technical challenges.  I encourage Ivan to move in this way and recommend putting an eye on understanding better the project process. |

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| Client Satisfaction / Project Outcome  This criterion is about our efforts in delivering our clients’ purpose and is intended to capture individual contributions toward our goal of maintaining 100% client satisfaction. It is about your commitment to make client satisfaction a top priority and to achieve it in all projects you are involved in.  Hints for filling the section: Refer to your achievements and challenges in building relationships, communicating, and presenting in front of clients. Include feedback from clients. If you are in a senior or leadership role, refer to your contribution to the project’s success and growth (for example adding new team members, winning more additional work, and/or implementing new services from our portfolio). |
| Your rating: Meets Expectations – satisfies all expectations consistently |
| Your comment for past and next year:  My contributions, though not visible in the front lines of client interactions, have played a role in supporting the team with the clients interactions.  **Contributions to Client Satisfaction**:   * **Supporting Design Team Efforts**: I provided essential support to the design team by supplying detailed screenshots of the app. This task, though seemingly simple, was critical in bridging the gap between client expectations and our deliverables. By ensuring that the design team could present a clear, accurate visual comparison of the app with the initial designs, I contributed to a transparent and effective communication process with our clients. * **Efficient Data Processing**: My role in processing client data, specifically automating the conversion of JSON to XLSX, streamlined the management of crucial therapy data. This backend task significantly enhanced the accuracy and efficiency of data handling, directly impacting our ability to meet client needs and maintain their trust in our capabilities. |
| Manager rating: Meet expectations |
| Manager comment for past and next year: Ivan has not had the chance to be in front of the client, but he played an important role in supporting the team and providing good feedback to the design team. Also, Ivan demonstrated a commitment to delivering value to the client, providing good insights into the data process to enhance its efficiency and effectiveness.  I encourage Ivan to keep moving in this direction, and for future projects propose to perform a demo in front of the client. This action will give him visibility and the opportunity to build a relationship with the client. |

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| Upskilling and Knowledge Sharing  This criterion is about the passion to learn and grow and to share your knowledge. It includes acquiring experience and skills and making continuous efforts to improve e.g. exploring new technologies, participating in training, reading, approaching others to learn from their experience, etc. It also includes mentoring and guiding other team members, making presentations in the company to share your knowledge, writing blog posts, and being active in IT communities.  Hint for filling this section: Share the learning and development initiatives you have participated in, how you have improved since your last review, and how you have shared your knowledge. |
| Your rating: Meets Expectations – satisfies all expectations consistently |
| Your comment for past and next year:  **Learning and Development Initiatives:**  I have actively participated in a comprehensive set of training programs and courses designed to enhance my technical skills and understanding of our operational frameworks. These include:   * **Foundational Courses**: Engaging in MentorMate's specialized training sessions, such as the Security Training for New Hires, Scrum Onboarding, Agile Course, and Global Team Members Onboarding, laid the groundwork for my professional development within the company. * **Quality Management and Security**: I completed the QMS Awareness Training 2023 and Security Training 2023, ensuring my work aligns with our high standards for quality and security. * **Client Interaction**: The Client Satisfaction & Communication Online Course equipped me with strategies for enhancing client relationships through effective communication. * **Specialized Training in Quality Engineering**: I undertook the Generative AI for Quality Engineering: Foundation Course and the Giving & Receiving Feedback Online Course, expanding my knowledge in cutting-edge technologies and interpersonal skills crucial for my role.   On top of these training sessions, I embarked on automation courses, successfully completing certifications in Java and currently I'm certifying Python automation.  **Knowledge Sharing Activities:**  My knowledge sharing materialized through several key activities:  **Presentations**: I delivered presentations on "AI in the Field of QA" and the “Pelvital” project, aiming to enlighten my colleagues on emerging technologies and project-specific challenges and solutions.  **Bootcamp Involvement**: Volunteering to assist with homework during the bootcamp, I provided guidance and support to newer team members    **The Impact of Sharing and Learning:**  These activities not only allowed me to deepen my own understanding but also facilitated a culture of knowledge sharing within the team. By presenting on topics such as AI in QA and project specifics, I sparked discussions that encouraged others to explore new technologies and methodologies.  **Looking Ahead:**  As I continue on this journey, my goals for the future include completing my Python Automation course and further expanding my expertise in advanced automation technologies. I am also committed to identifying more opportunities for sharing my knowledge, whether through formal presentations, mentoring, or casual discussions. My aim is to not only keep pace with the rapidly evolving tech landscape but also to contribute actively to the growth and development of my colleagues at MentorMate. |
| Manager rating: Exceed expectations |
| Manager comments for past and next year: Ivan strives for knowledge and upskilling is one of his drivers to become a better Quality Engineer. He exceeds my expectations in terms of learning new technologies and his willingness to share his knowledge, being one of the first volunteers to spotlight his project and provide guidance to the BootCampers in the last workshop session. Also, he was the second QE from PY who finish the Automation training provided by MentorMate.  I want to point out that he has gotten so many certifications from LinkedIn and other recognized educational institutions.  [LinkedIn](https://tietoevry.sharepoint.com/:f:/r/sites/QETeamPY/Shared%20Documents/QE%20Practitioners/Ivan%20Weiss/LinkedIn%20certificates?csf=1&web=1&e=y54lX3)  [TAU](https://tietoevry.sharepoint.com/:f:/r/sites/QETeamPY/Shared%20Documents/QE%20Practitioners/Ivan%20Weiss/TAU%20Certificates?csf=1&web=1&e=afXmbE) Trainings:  * **Webservices:** Meet Expectations * **Mobile testing:** Meet Expectations * **Automation training:** Meet Expectations   I encourage Ivan moving in this direction, and following this path he will be able to become a great Quality Engineer and Automation Quality Engineer. |

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| Goals for the next period  Share your suggestions for goals for future development. As guidance check the [Goal-Setting Framework](https://mentormate.atlassian.net/wiki/spaces/MMBG/pages/2373320743/Goal-Setting+Framework). At this point list only your suggestions. The goals will be finalized after the review and the conversation with your Lead/ Manager. |
| Your suggestions:   * Complete Python Automation Certification * Mentor Junior Team Members in Automation Techniques * Interact more with the client |
| Manager suggestions:   * Complete the Phyton Automation training * Mentor a Junior team member * Perform a Demo * Keep working in detail orientation skills |

## STEP 3: Lead/ Manager Assessment By the 20th of the anniversary month

When you are ready with your self-assessment, inform your Lead/ Manager so that he can start filling the form.

## STEP 4: Review Meeting By the 30th of the anniversary month

Your Lead/ Manager will set a meeting so that you can discuss in-person your performance and further development.

During or after this meeting you can review your feedback.

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| Feedback Summary from team members: |
| *Based on my brief observation, I think it comes easy to Ivan to express ideas and present concepts in a structured way.*  *He is very well mannered*  *"- Demonstrates a proactive approach to problem-solving (preferring to solve challenges independently before asking others)*  *- Actively incorporates AI tools to enhance his workflow efficiency*  *- Shows enthusiasm in his training sessions and all aspects related to coding"*  *I think Ivan is INCREDIBLY smart and talented. He thinks things through, has some automation and electrical/mechanical skills and can analyze things well.*  *I really enjoyed working with Ivan. As part of the Pelvital project team he has demonstrated that he is really attentive to details, willing to help and support team members, he is always positive and polite, has never been late to meetings. Yesterday we had a conversation about Jira ticket to be created and Ivan sent me so much detailed and structured information about this case that creating a story would not be a problem at all. Ivan has a teamwork mindset.*    *He worked with his tickets quickly and efficiently. He always maintained direct, fluid and cordial communication with the author of the ticket.*  *"Ivan has never ending amount of energy and desire to learn and improve. When he finds a task interesting he can go above and beyond to deliver. He is a techie and has a preference in all back-end related things and if there is chance python or anything related with automation can be used he is on it and you know he will deliver. "*  *Ivan strives for knowledge and is always open to help his team about anything, including creating scripts to make our lives better. Much appreciated!*  *For his level Ivan is doing a great job in terms of technical skill. What I like most is that he is not afraid to use gen AI whenever possible in order to support his work. Thanks to him i have also learned couple of cool things i use in my day to day testing.*  *In the project Ivan took the initiative to help with the testing of the controller data which wasn't an easy task to do. He had a lot of insights about that and helped the team a lot.* |

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## STEP 5: Goals Finalization Within 2 weeks after the review & development meeting

After having the conversation with your Lead/ Manager about your performance and future development, finalize the goals you’ll be focusing on during the next period.

* Best practices can be found in the [Goal-Setting Framework](https://mentormate.atlassian.net/wiki/spaces/MMBG/pages/2373320743/Goal-Setting+Framework).
* You can have one big goal for the next period such as stepping into a new position or role, gaining new skills, or adopting new responsibilities.
* Then you can make an action plan for achieving this goal with the help of the [Development Plan](https://docs.google.com/spreadsheets/d/1ZzEIscOlC1l-W4SMT8l073u2JEGOKyXeBGWUifZhBA8/edit#gid=1432497320). Review your goals quarterly with your Lead/ Manager.