

Competencies

10:38 AM
03/31/2023
Page 1 of 4

Competency	Description	Manager Evaluation
Policy Adherence	Refers to conformity and compliance with company policies, procedures and processes.	<p>Manager</p> <p>Rating Meets Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.</p> <p>Comment 2nd month of his probation is meeting expectation, He is adhering company policy and no escalation is reported or observed, about his conduct. His code of conduct with his teammates is positive and has appropriate behavior at work.</p>
Accountability	Takes full ownership of work, initiative or project. Is focused on getting a job done even if means of fulfillment or attainment are difficult. Focuses on the end result and strives to reach them on time. Works on improving the owned domain rather than just fulfilling or satisfying it.	<p>Manager</p> <p>Rating Meets Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.</p> <p>Comment In 2nd month of his probations [period he maintained his previous performance up to meet expectation while working on different tasks assigned him during sprint. His is passionate and dedicated. He tries to take full ownership of his assigned areas. He is grasping the domain so that he could take its full ownership and proceed independently. His work on Izenda6 to Izenda 7 report translation is admirable.</p>

Competencies

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Collaboration	Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.	<p>Manager</p> <p>Rating Meets Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.</p> <p>Comment This area require improvement yet, though I have worked on this area to ease him with me and team mates and he improved a lot in this area during his S second and first month of probations period, his coordination and collaboration within team is improved during his first two months up to acceptable level, as i have stated in his last form that in start he was a little bit shy. However for now he is playing a good role within team and has a positive attitude toward the work but i am expecting him to expand it up to the other teams. Sometimes i find him helping team mates and getting involve in stuff that is good sign.</p>

Competencies

10:38 AM
03/31/2023
Page 3 of 4

Competency	Description	Manager Evaluation
Continuous Learning	Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.	<p>Manager</p> <p>Rating Meets Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.</p> <p>Comment In 2nd month of his probations period he practically performed tasks on C#.NET, MSSMS, T-SQL. I already have mentioned about his learning that i fond him comparatively quick learner (technical learning) and capable to work by himself under some supervision. He is currently performing assigned tasks and meeting all expected criteria. I have given him career guidance, It is important for him because he is from non IT background.</p>
Quality	Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.	<p>Manager</p> <p>Rating Meets Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.</p> <p>Comment Testing of his work (Izenda6 to Izenda7 reports translator) is in progress, however up till now many bugs are has been identified and missing in basic scenarios, But i am giving him meet expectation by keeping in mind the complexity of work assigned to him.</p>
Manager Summary		

Competencies

10:38 AM

03/31/2023

Page 4 of 4

Calculated Rating	Meets
Rating Description	Consistently performs all duties of the position in a fully capable manner; meets all expected criteria for quality, quantity and timeliness of work, including meeting goals and objectives.