

Competencies

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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 He remain consitent in following the company policies and procedures throughout his probition period. He is adhering company policy and up till now there is no escalation, complain is received about his conduct. His code of conduct with his teammates is positive and has appropriate behavior at work. As per my observation he is disciplined and punctual member.</p>

Competency	Description	Manager Evaluation
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.	<div>Manager</div> <div><div>Rating</div><div>Meets</div><div>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.</div></div> <div><div>Comment</div><div>I assigned him a critical project that will translate Reports from Izedna6 to Izednda7. His is passionate and dedicated and 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. I appreciate that he takes responsibility of results and admits his mistakes. In start he struggled with the domain and technology because of his background. But now performing well and meeting objectives. The area of work on which he is being trained is UDS, Izenda6, Izenda7 backend. The thing he needs to work on is; "how to resolve barriers to work by himself and try to resolve the cases with in its SLA".</div></div>

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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 He improved a lot in this area during his probation, His personality is introvert and was shy in coordinating, sharing enjoying etc. his coordination and collaboration within team is improved a lot. He is playing a good role within team and has a positive attitude toward the work. As I mentioned in start he has to struggle because his coordination was not up to mark and constant push was required, in my point of view its normal for a new person. My expectation was very clear from the start of his probation period, I want that he should be well equipped in communicating the issue and problems to his seniors so that effective mitigation strategy can be planned accordingly. I my team I have delegated him the responsibility of Izenda6 & Izenda7 reports translations and UDS.</p>

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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 No doubt he has potential to deal with complex things and doing by himself. In 3rd month of his probations period he practically performed tasks on C#.NET, MSSMS, T-SQL went into testing. 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 (for now). 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>

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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</p> <p>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</p> <p>1st Cycle of Testing of his work (Izenda6 to Izenda7 reports translator) is completed and 2nd is in progress, however up till now many bugs has been identified and missing in basic scenarios.</p> <p>But i would say the work is really complex as compared to his experience, hence by keeping in mind the complexity of work assigned to him, I am rating him meet expectation.</p>
<p>Manager Summary</p> <p>Calculated Rating Meets</p> <p>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.</p>		