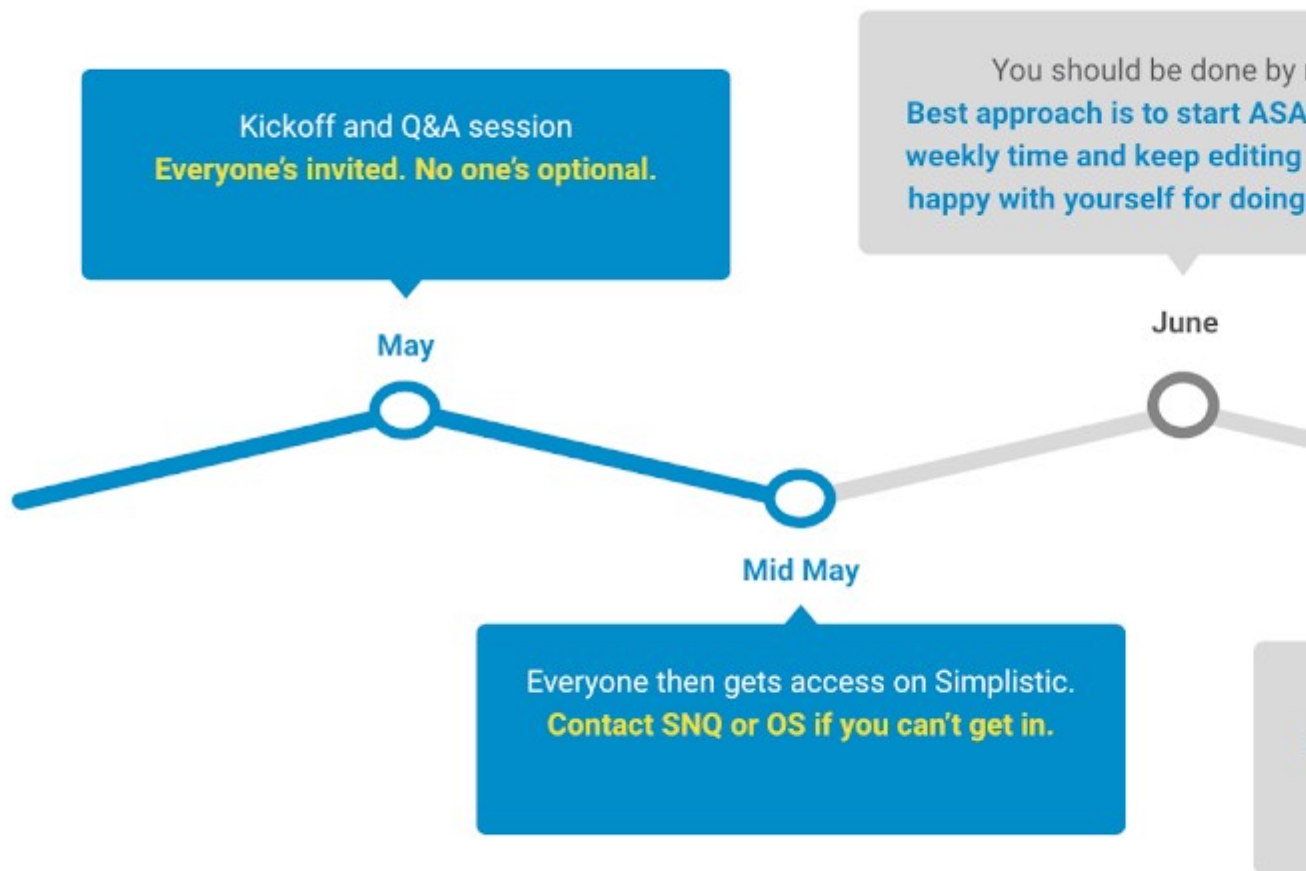


Employee Handbook - Review Process

General Process



How to Review?

- Provide initial feedback, wait a few days, and then review the feedback provided.
- Check for inconsistent language and if you can share the review verbatim with the reviewer.
- See if someone far removed from the process, like Omer Saeed, can read the feedback and make sense of it.
- Your review should have concrete examples and a path to improvement.
- Any feedback that ends up in the review that has not been shared earlier with that peer is not very helpful, and, in most cases, it is unfair to penalize that individual for such feedback.
- Do this slowly. Fill out the review form one at a time. Block your calendar for regular sessions
- While reviewing someone, your communication skills will be tested and reflected upon your skills.

This is what a review looks like:

Technical Domain

**** has grown more comfortable with angular 2 development this year along with increased command over backend development as well. **** usage and understanding of RxJS has also improved. But what has really impressed me this year has been **** continuous focus on understanding the application, and the work of others. **** is very well informed about any changes made to the code and can be counted on to explain any confusions the other developers might have about their tickets.

Quality of Work

**** always goes the extra mile to deliver bug-free work. **** code is well documented. Besides that, **** also mentions the approach to solving a problem as a pull request description, which helps the reviewer understand the code properly. Usually, **** is assigned complex tasks during the sprint. **** makes sure to test all the edge cases on his side before creating a Pull request for it.

Delivery

**** is a very responsible member of the team. Spends extra time and effort to complete any task on time. Always makes sure to raise red flags wherever required. Always tries to spend a significant amount of time understanding and designing the feature instead of jumping into the codebase and starting writing code right away.

I have not heard any complaints about this from Matt or the team. My only feedback is that at times, I feel **** could do more, but because he tends to be perfect, **** usually can deliver only what was committed, no more, no less.