**TANGAZOLETU**

**Performance Management in FY 2024 Q2**

At Tangazoletu limited, every employee should have ***clarity*** about what they are meant to be doing; ***certainty*** about how well they are doing; and ***confidence*** to develop and use their potential in the future at TL.

Most of this will happen through regular, informal conversations, but having this simple, short record helps achieve clarity, certainty and confidence and ensures that things are not forgotten. Clarify goals at the start of the year and review regularly throughout the year. Discuss development, learning and support plans that support these goals.

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| **Name: Mercy Kemboi** | | **Job Role: Technical Consultant** | | |
| ***What are you going to do this Quarter?***  Record 3 to 5 goals. Include one for people management if you are a manager. | ***How will this be done?*** | | ***What will a successful outcome look like?*** Include specific measures. | **Check**  are all of these:   * *Meaningful,* * *Measurable* * *Progress-Based*   To you and the organisation?  Both now and as the period progresses?  Keep these up to date and change if necessary (keep a record in the next section) |
| 1. Human Resource Module Adjustment for Mentor Sacco. 2. Deceased Module Support for Chai and Mentor      1. Guarantor Replacement Implementation for Ollin. (Digital Loan) 2. Support for Kanja Implementation like Fosa to Bank/Indexing of the code. Doing releases.      1. Mobile Banking Adjustment for Mentor. | * Having knowledge of the existing implementation. * Understand the basic processes of a human resource manager. * Knowledge of the deceased Module processes for other existing system. * Familiarity with business central language. * Knowledge of the mobile banking implementation and the integration processes. * Knowledge of the existing loan processes like eligibility. * Worked with guarantor addition and rejection. * Knowledge of the Web Service implementation. * Knowledge of the fosa to bank implementation in mobile banking. * Knowing the database commands and how it can be applied while developing for optimization. * Knowledge of the Kanja Processes. * Knowledge of the mobile banking implementation and the integration processes. * Handled issues regarding mobile banking for other saccos. | | * Self-reliance and more productivity while engaging with clients. * Self-growth. * Reduce Knowledge Gap.      * Be able to tackle support issues raised and assigned confidently. * Self-Reliance and growth. * Reduce Knowledge gap. * Broader Understanding of the process workflow and interaction with the CBS. * Be able to handle support issues for other saccos * Self-growth. * Knowing how to write optimized codes * More knowledge on the Apis implementation. * Self-Confidence. * More knowledge on other saccos processes. * Reduce of knowledge gap. |
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| **Clarify and agree: *What will be most important in terms of HOW you achieve these goals?***   * *The Our Strategy plan 2020 Mindsets and Behaviours: Unity and Trust; Wise Stewardship; Looking Outward; Timely Truth Telling with Love* * *Core values (Agility, collaboration and commitment)* | | | | |

**2) Ongoing through the Quarter** – Certainty about how well I am doing

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| *As you review your goals throughout the year (we recommend every quarter or more often if possible), use this page to record progress or achievement. Remember it is not just WHAT is achieved, but also HOW this was done (Mindsets and Behaviours) Progress and outcomes are reviewed so that you have a good idea of what is working well and what could be changed or improved. You might include things relating to your own performance, how others impact your work, or how organisation processes impact your work (i.e. what helps and hinders you in getting the job done* | | | | |
| **Job Holder Comments;** What has been accomplished / progress made. | **What has NOT been accomplished?**  **What could be changed or improved?** | **Manager Comments (include date)** | | **Progress**  (Green,  Yellow or Red)\* |
| For Human Resource Implementation for mentor already worked on it. Worked on the leave management process flows how to accrue leave days and also use of base calendars. Also, the LIEU Days processes. | More knowledge on other processes like job separation, recruitment processes. Handle support issues for other saccos.  Pending review from the client. |  |
| Managed to do the development for the Guarantor replacement processes for Ollin. The process is already working in production. Learnt on the ways to handle guarantor processes. | Do the implementation for other saccos to interact with their processes. More issues regarding digital loan processes. |  | |  |
| Made some good progress on Kanja CBS implementation on both Kanja, ollin and Chai.  Managed to do releases regarding the same and the feedback was good. Also worked on the indexing processes from the feedback provided and Fosa To bank Implementation. | Using Rest for development instead of Soap.  More practice on indexing and code optimization.  More reviews and releases it helps in understanding the system more. |  | |  |
| Managed to work on deceased module for Chai and also some support issues regarding to mentor. It’s still an ongoing process with Reviews from the team. | Not yet deployed in production.  More understanding on the deceased module allocation processes.  More Practice and research. |  | |  |
| For Mentor Mobile banking adjustment already worked in the Fosa Processes did the release to the client and it went well, some feedback was provided working on them | Doing the loaning processes. |  | |  |
| Add more rows as needed during the year |  |  | |  |

\*Green = The outcome is on target / achieved (overall delivery along with required behaviour) Score 5

\*Yellow = There is a risk of not meeting the outcome / not fully achieved (overall delivery and/or behaviour) Score 3-4

\*Red = Urgent attention is needed as there is a high risk of not meeting the outcome / outcome missed (overall delivery and/or behaviour) Score 1-2

**3) Personal Development** – Confidence to develop and use my potential in the future.

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| **What do I personally need to help me do my job well?** | | **Review: Was it available and was this achieved?** |
| Personal Learning and Development | | I’m doing practice from my end to grow on my technical skills.  Certification I’m working to acquire it. |
| At least gain a certification for Dynamics business central  More Research and Practice. | |
| Manager Support (what help, resources, guidance and assistance does your manager need to make available to facilitate your working well this Quarter) | | The manager was available for any support I needed. |
| My manager has been supportive through code reviews, releases and also issue alignment. | |
| Life Balance (what approach will you take this year to ensure work life balance and how will you know you achieved that?) | | For engaging in company activities, it was achieved.  Time management still working on it. |
| Engaging more in company activities.  Time Management on handling of issues. | |
| What career next step do I aspire to: | What can I do to achieve this and who else needs to be involved: | The team has been supportive in my growth process through peer-to-peer reviews. |
| To grow my technical skills and also to gain a certification in business central. Aspiring to be better than I’m today both in life and technical skills. | Being consistent.  Taking each day as a learning process.  Engaging the team in code reviews and also discussions on other modules I have a gap in. |

**4) End of Quarter summary**

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| **Job Holder’s overall comments** | **Supervisor’s overall comments** | **Overall Score** |
| This quarter has challenged my technical skills in various ways since I’ve managed to interact with more module’s implementation. I’ve been able to see myself grow in how I write my codes, how to approach issues and how to interact with clients. The team was greatly involved in my growth process by the support given. It’s been a great quarter and looking forward for more opportunities and growth. |  |  |
| Name Mercy Kemboi |  |  |
| Signature | Signature |  |