

**Employee Information**

**Name:** Sai Ram Mattapalli

**Reviewer Name:** Swami Talupula

**Review Period:** 1/4/2018 - 30/9/2018

**Hire Date:** 22/2/2017

**Overall Rating:** Meeting Expectations

**Job Title:** Junior Software Engineer

**Reviewer Job Title:** Senior Technical Manager

**Review Type:** Fixed Goals - 10%

**Department:** IT Svcs Gen - Projects

**Rating Scale Legend**

Rating	Abbrev	Description
Do not meet Expectations	DE	Unable to meet SLA's, Quality Standards, Time lines in multiple instance.
Slightly below Expectations	SE	Completes the allocated work with set Standards; however lot of guidance to meet the standards and time lines.
Meeting Expectations	ME	Meets the work schedules as per SLA and with set Quality standards with minimal or no guidance. Meets SLA's, Quality Standards, and Time lines all the times.
Exceeding Expectations	EE	Have taken initiatives to suggest process changes and worked beyond the role scope and what is expected. Initiate and involve in providing best practices. Meets SLA's, Quality Standards, and Time lines all the times.
Exemplary	EX	Implemented a process / change at the project level and organizational level. Bought in new concepts and methodologies that positively affected project deliverables / outcome. Meets SLA's, Quality Standards, and Time lines all the times. Is set to be the role model.

## Section 1: Review of Performance

### Fixed Goals

1. Communication - Written, Verbal, Information Flow, Reporting etc
2. Problem Solving - Decision making, Out of box thinking etc
3. Leadership Skills - Mentoring, Ownership, Positive attitude etc
4. Commitment - Dependability, Reliability etc
5. Adaptability & Flexibility – On Timings, Technology, Projects etc

Weighting:

Category Rating:

Competency	Rating
Communication	<div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <p>Employee</p> <div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> </div> </div>
Problem Solving	<div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <p>Employee</p> <div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> </div> </div>
Leadership Skills	<div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <p>Employee</p> <div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> </div> </div>
Commitment	<div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <p>Employee</p> <div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> </div> </div>
Adaptability & Flexibility	<div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <p>Employee</p> <div> <div>DE</div><div>SE</div><div>ME</div><div>EE</div><div>EX</div> <div> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> </div> </div>
Comments	
<p><b>Name:</b> Swami Talupula</p> <p>Rajesh is able to communicate with the customer and has a scope to gain in-depth functional knowledge on Intermodal applications. He has shown improvement on giving solutions to the assigned with minimal dependency from the lead. He should change his attitude of debate with the team on his solution approaches and instead convince team/customer on the approaches of the solutions of the assigned tasks. He shows commitment towards the assigned tasks. He is a bit slow on adapting the required technologies and has a scope to learn them quickly and gain in-depth knowledge.</p> <p><b>Name:</b> Sai Ram Mattapalli</p>	

1. Delivered the deliverable as per schedule in time, always been punctual and discipline.
2. I am quite Adaptable, flexible and worked for extended hours in order to deliver the deliverables in assigned time.
3. Always maintained good rapport with Seniors gave my helping hand in order to solve roadblocks and critical problems.
4. I have always been proactive in driving the team by giving my suggestions and best possible solutions whenever it concerns.
5. Helped Likhitha by giving her best Solutions for the provided problem.

**Overall Performance Rating:**

Meeting Expectations

## Section 2: Review of Progress in Meeting Goals

### Goal Rating Scale Legend

Rating	Abbrev	Description
<b>Do not meet Expectations</b>	DE	Unable to meet SLA's, Quality Standards, Time lines in multiple instance.
<b>Slightly below Expectations</b>	SE	Completes the allocated work with set Standards; however lot of guidance to meet the standards and time lines.
<b>Meeting Expectations</b>	ME	Meets the work schedules as per SLA and with set Quality standards with minimal or no guidance. Meets SLA's, Quality Standards, and Time lines all the times.
<b>Exceeding Expectations</b>	EE	Have taken initiatives to suggest process changes and worked beyond the role scope and what is expected. Initiate and involve in providing best practices. Meets SLA's, Quality Standards, and Time lines all the times.
<b>Exemplary</b>	EX	Implemented a process / change at the project level and organizational level. Bought in new concepts and methodologies that positively affected project deliverables / outcome. Meets SLA's, Quality Standards, and Time lines all the times. Is set to be the role model.

Goal	Rating	Weight	Progress	Quant. Goal	Current Level	Due Date	Status
Customer Satisfaction	<div> DE SE ME EE EX </div> <div> Employee </div> <div> DE SE ME EE EX </div>	15%	N/A				On Target
<b>Goal Comments</b>  <b>Name:</b> Swami Talupula The customer is satisfied with the team's performance.  <b>Name:</b> Sai Ram Mattapalli 1. Taken only 3 privileged leaves by Fully Utilising the Billing in my whole team, been flexible by being available whenever it Concerns, gave best solutions when Ever Required and Informed customer whenever there are functionality gaps where Access in only limited to him. 2. The customer is Very Satisfied with my work and Attached Images emphasizes how much he got Satisfied with my work apart from Team Work.  <a href="#">Customer Satisfaction</a>							
Goal	Rating	Weight	Progress	Quant. Goal	Current Level	Due Date	Status
Qualtiy	<div> DE SE ME EE EX </div> <div> Employee </div> <div> DE SE ME EE EX </div>	25%	N/A				On Target
<b>Goal Comments</b>  <b>Name:</b> Swami Talupula Able to deliver the tasks on time. He has a scope of improvement on the quality and needs to push the code only after peer approval.  <b>Name:</b> Sai Ram Mattapalli Able to deliver quality code which best suits by following Design Patterns, ensuring Zero Defects and Clean Code Technique Implemented.							
Goal	Rating	Weight	Progress	Quant. Goal	Current Level	Due Date	Status

Technical Maturity Index	<div> <div>DE SE ME EE EX</div> <div> </div> </div> <div>Employee</div> <div> <div>DE SE ME EE EX</div> <div> </div> </div>	25%	N/A				On Target
Goal Comments							
<p><b>Name:</b> Swami Talupula He has shown improvement on giving solutions to the assigned with minimal dependency from the lead. He is learning the required technologies of the project and has a scope to learn them quickly and gain in-depth knowledge.</p> <p><b>Name:</b> Sai Ram Mattapalli Able to implement the best possible solution to task provided ensuring no defect code and giving my helping hand on Technology in my team whenever it concerns.</p>							
Goal	Rating	Weight	Progress	Quant. Goal	Current Level	Due Date	Status
Org contribution (Whitepapers, Forums, Interviews, Resuability, Innovation, Trainings, Estimates ...)	<div> <div>DE SE ME EE EX</div> <div> </div> </div> <div>Employee</div> <div> <div>DE SE ME EE EX</div> <div> </div> </div>	15%	N/A				On Target
Goal Comments							
<p><b>Name:</b> Swami Talupula He is more focused on project activities and should manage his time to contribute towards the organizational goals.</p> <p><b>Name:</b> Sai Ram Mattapalli Created Date Utility Reusable Component which can be used all over IIM Angular UI. There were some UI Issues in Sonar Which is used all in UPRR Projects I have found out those, notified to Sonar Team Jessica M Codr and Got Appreciation From Jessica M Codr.</p> <p><a href="#">Sonar</a></p>							
Goal	Rating	Weight	Progress	Quant. Goal	Current Level	Due Date	Status
Velocity/Utilization	<div> <div>DE SE ME EE EX</div> <div> </div> </div> <div>Employee</div> <div> <div>DE SE ME EE EX</div> <div> </div> </div>	20%	N/A				On Target
Goal Comments							
<p><b>Name:</b> Swami Talupula He has been spending a lot of time completing the assigned tasks within the timelines. He should focus more on getting in-depth knowledge on the required technologies and can be more productive.</p> <p><b>Name:</b> Sai Ram Mattapalli 1. Gathered the required inputs from the client and Ensured completing the work within the specified Time. I helped in clearing the Encountered Errors in Different environments and also documented the whole case scenario when Ever Required. Giving Helping hand whenever required. Also did the peer testing on the request of the developer and found bugs, functionality gaps informed to them. 2. As quality code coverage is given a higher priority I have implemented Angular Test Cases in all our TLA, worked on Backend TestCases and ensured that they are having high Coverage. 3. Created Jenkins Jobs in order to view our Coverages, integrated all our TLA to SONAR and Quality Code Coverage as it would be easy to know where we stand at in terms of Coverage and also we can find bugs too. 4. Also Did the Integration Testing Which is Major For Integrating ITOS With IIM. Documented it And gave it to them.</p>							

Overall Goals Rating: Meeting Expectations

### Section 3: Performance Plan for Upcoming Review Period -- List of Goals

Goal	Weight	Progress	Quant. Goal	Current Level	Due Date	Status
Customer Satisfaction	15%	N/A				On Target
Qualtiy	25%	N/A				On Target
Technical Maturity Index	25%	N/A				On Target
Org contribution (Whitepapers, Forums, Interviews, Resuability, Innovation, Trainings, Estimates ...)	15%	N/A				On Target
Velocity/Utilization	20%	N/A				On Target

## Section 4: Overall Comments

Overall Comments
<p><b>Name:</b> Swami Talupula</p> <p>Rajesh is able to communicate with the customer and has a scope to gain in-depth functional knowledge on Intermodal applications. He has shown improvement on giving solutions to the assigned with minimal dependency from the lead. He should change his attitude of debate with the team on his solution approaches and instead convince team/customer on the approaches of the solutions of the assigned tasks. He shows commitment towards the assigned tasks. He is a bit slow on adapting the required technologies and has a scope to learn them quickly and gain in-depth knowledge.</p> <p><b>Name:</b> Sai Ram Mattapalli</p> <ol style="list-style-type: none"><li>1. Delivered the deliverable as per schedule in time, always been punctual and discipline.</li><li>2. I am quite Adaptable, flexible and worked for extended hours in order to deliver the deliverables in assigned time.</li><li>3. Always maintained good rapport with Seniors gave my helping hand in order to solve roadblocks and critical problems.</li><li>4. I have always been proactive in driving the team by giving my suggestions and best possible solutions whenever it concerns.</li><li>5. Helped Likhitha by giving her best Solutions for the provided problem.</li><li>6. Provided best possible solution Implementing quality Code and Ensuring Zero Defects.</li></ol>
Employee Comments

## Signatures

Swami Talupula	13/12/2018
_____ Manager/Supervisor	_____ Date

M S R N Rajesh	19/12/2018
_____ Employee	_____ Date

By signing, employee acknowledges that all necessary forms have been reviewed with them and does not necessarily imply agreement with content.