**2022 Performance Review and 2023 Goal Setting**(rev. 3.1)

**Overview:**

The performance review document is sub-divided into 4 sections as follows. The first 2 sections reflect the achievements during the past year, while the 3rd section reflects the goals for the upcoming year. The 4th section relates to feedback for the direct manager. The process is composed of the employee’s self-assessment as-well as the manager’s assessment, as described in more detail moving forward.

The document emphasizes on describing the ratings. Ideally, comments should derive the ratings (not vice versa).

**Rating:**

A scale of 1-5 will be used for the rating as follows. The rating should take into account the employee’s **Job Title** as-well as her/his **employment duration** in the **industry** and **within Magic Software**.

* **1** – Expectations were not met - Significant gap between performance and overall requirements of the job or just manages to meet expectations established sometimes in the performance objectives. Performance Improvement Plan needs to be implemented.
* **2** – Expectations were met with some opportunities for improvement – Performance meets management expectations for the position requirements and the individual’s experience level in the position, mostly due to hard-work. Needs improvement to be able to contribute effectively at the position level.
* **3** – Expectations were met consistently throughout the year. Displays effective contribution, which is executed in an efficient fashion, demonstrating high independence and great team-work. Keep up the good work!
* **4** – Achievement is **highly** above expectation - Performance exceeds most others, and consistently exceeds all of the position and performance objectives expectations in an excellent manner. Displays significant execution vs. what was originally expected from his/her manager.
* **5** – Extremely outstanding achievement. - Consistently takes initiative and produces highest quality work that clearly exceeds management and customer expectations and are outstanding. Consistently sets and achieves stretch goals. A full **role model** for others to replicate and follow.

**Part 1a: Performance of the previous year goals:**

This section reflects how well the previous year goals were achieved during the last year. The **employee** will denote his/her goals that were denoted at the previous year’s performance review as-well as his/her comments on his/her performance. The **manager** will add his/her comments regarding his/her view of the performance for each of the goals.

**Part 1b: Performance Assessment – Main Responsibilities and Achievements:**

This section should denote the **main responsibilities** of the employee during the past year as-well as the **achievements** and **opportunities for improvement**. The achievements should be denoted clearly, accurately, with end-result artifacts and should be associated directly to the employee’s specific contribution (i.e., not just a general ‘project name’ completion achievement). Where applicable, opportunities for improvement should be specified as-well (typically for below ‘3’ rating). Up to a total of 5 items can be specified.

**Part 2: Performance Assessment – Job Title Roles and Responsibilities:**

This section reflects the employee’s performance with respect to the fundamental expectations of the employee’s **job title**. Opportunities for improvement should be specified for items with a rating of below ‘3’. The expectation is to rate R&R for ALL items from current and the previous job title, and whatever is applicable from next title. For R&D non-management positions – table **2a** and **2b** should be used. For R&D management positions – tables **2a** and **2c** should be used.

**Part 3: Top-3 Goals for the Coming Year (SMART):**

This section focuses on the **top key goals** that are aimed to be achieved in the coming year. **The goals should be denoted in SMART** (Specific, Measurable, Attainable, Relevant and Time-Bound) format. Up to a total of 3 goals can be specified.

**Part 4: Feedback for Manager’s Improvement:**

This section reflects an opportunity for management improvement based on the employee’s view. The goal is to enable the manager to help the employee to be better set-up for success. Typically, one positive item should be denoted to retain and one item for improvement.

**Part 5: Comprehensiveness and Quality of the filled-in document by the employee:**This gives a quick visualization and rating on how well the employee submitted his/her self-assessment with respect to comprehensive (holistic view) and quality of the information as-well as the accuracy of the information. Information needs to be as short as possible – yet highly informative.

**Part 6: Executive Summary and Takeaways:**This section is an elevator speech of the key takeaways for the employee and the manager. It is filled-in by the manager. (It includes what went well, career aspiration, achievement concern raised, areas of improvement/training need)

**Performance Evaluation Process:**

In parallel

Employee & Manager   
sign-off the document, give a copy to HR **and manage together the goals throughout the year**

Employee   
fills-in the topics of **Part 1** and achieves alignment with her/his manager prior the Performance Review meeting

Manager  
refines   
**Part-3**(based on the performance meeting outcome)

Performance Review Meeting takes place

Direct Manager   
fills-in   
assessment for   
**Part 1** & **Part-2**and also **Part-3** (Goals) and **Part-5** and **Part-6**

Employee   
fills-in her/his   
self-assessment for **Part 1** & **Part-2**and also **Part-4** (feedback to Manager)

6

5

4

3

2

1

**2022 Performance Review and 2023 Goal Setting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: | PALLAVI PANDURANG LAWATE |  |  |  |
| Employee Job Title: | SOFTWARE ENGINEER |  | Employee’s employment duration at Magic (yrs): | 3.2 |
| Direct Manager’s Name: | AJAY SINHA |  | Employee’s employment duration in the industry (yrs): | 5.2 |

|  |  |  |
| --- | --- | --- |
|  | **Part 1a: Performance of the Goals for the Past Year (SMART)** | **Rating** |
| 1 | [Goal] -**TEAM Leadership** | 3 |
| [Employee’s Performance Comment] –   * Assign tasks to juniors and help/guide them to finish deliverables. * Also, provide solutions to the requirements if the team needs any Angular and Magic help. * Connect with clients regarding requirements and deliverables reviews. * Train the new joiner on the skill magic + angular integration and made them useful for project tasks. |
| [Manager’s Performance Comment] |  |
| 2 | [Goal] – **Problem-solving ability** | 3.5 |
| [Employee’s Performance Comment] –   * Provide solutions to the team members if they face any issues in the side Angular as well as Magic, while developing the features * Working as a full-stack engineer and quickly fixing bugs or issues if clients want to fix them on priority. * Always helping/guiding the team on problem solutions and in any emergency taking ownership and finishing it. |
| [Manager’s Performance Comment] |  |
| 3 | [Goal] – **Communication** | 3 |
| [Employee’s Performance Comment]   * Connect daily with the team regarding tasks progress and if anyone needs discussion on requirements understanding there itself clearing the doubts. * Always have client calls and demos with customers and provide demonstrations on completed features to the clients and take feedback on it. * Connecting frequently with customers for requirements gathering and feedback on completed features. * Distributing the requirements to the team after communicating a proper understanding of it. |
| [Manager’s Performance Comment] |  |

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| --- | --- | --- | --- |
|  | **Part 1b: Performance Assessment – Main Responsibilities, Achievements and Opportunities for Improvement (\*)** | Employee’s  Rating | Manager’s  Rating |
| **1** | **Main Responsibilities –**   * I work on both the side Magic developer as well an Angular developer. * Handling tasks both independently and helping team members to finish their tasks. * Connecting with clients for requirements gathering. * Working on Multiple projects as per business/clients priority. | 3.5 |  |
| [Mgr] |
| 2 | **Achievements –**   * Delivered PROMIS project successfully and my role was there Magic + Angular Developer. * I got promoted in Aug-2022 due to great performance. * Completed successfully Internal Communication training. * Started handling team. | 3.5 |  |
| [Mgr] |
| 3 | **Opportunities for Improvement –**   * I got the opportunity to work on magic programs from scratch and I learned a lot and expect more learning and improvement opportunities in it. * Expect certifications in the cloud and angular areas for my future technical growth. * Also Got the opportunity to handle a team and wanted to focus more on angular skills. * Wanted to learn more about Agile and CICD deployment processes. | 3 |  |
| [Mgr] |
| 4 |  |  |  |
| [Mgr] |
| 5 |  |  |  |
| [Mgr] |

(\*) Provide at least 2 opportunities for improvement.

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|  | | **Part 2a: Roles and Responsibilities**  **Core Attributes – DEV and QA** | Comment | Employee Rating | Manager Rating |
|  | Associate Engineer | Core Engineering Skills | Angular, Magic-XPA, HTML5-CSS3, JavaScript, Bootstrap, MY-SQL | 3.5 |  |
| [Mgr] |
|  | Process Adoption and Improvement | We are following Agile methodologies for the development process. | 3 |  |
| [Mgr] |
|  | R&D Practices | As per requirement if we need to achieve new features that are not part of legacy applications in Angular as well as in Magic and demonstrate POCs to the clients. | 3.5 |  |
| [Mgr] |
|  | Debugging Capabilities | I am good in debugging areas, I debug code in different ways like by adding breakpoints in chrome dev tools as well using VScodes debugger and auto-including breakpoints. | 3.5 |  |
| [Mgr] |
|  | [DEV] Code Improvement (refactoring) [QA] Automation / Test Plan Improvement | 1. we are doing peer review and providing review comments if required, also following coding standards from both ends(Magic + Angular).  2. Removing unused/commented code. | 3.5 |  |
| [Mgr] |
|  | Technical Documentation - Contribution and Integrity | 1. We are preparing some technical documents for the developed tasks.  2. I prepared MOM for customer review meetings. | 3 |  |
| [Mgr] |
|  | Engineer | Advanced Engineering Skills | Angular, MySQL, Magic-XPA, Bootstrap, and different debugging techniques. | 3.5 |  |
| [Mgr] |
|  | [DEV] Design Review Contribution by DEV [QA] Design Review Contribution by QA | I provided review comments for juniors’ developed code and adhered to use of coding standards and style guides for the project. | 3 |  |
| [Mgr] |
|  | [DEV] Test Plan Review Contribution by DEV [QA] Test Plan Review Contribution by QA | Doing unit testing while developing the features and also reviewing the test cases are matching the business requirements. | 3 |  |
| [Mgr] |
|  | Unique Skill-Set Acquisition | I am planning to do certification on cloud and angular areas and will implement some small POCs. | 3 |  |
| [Mgr] |
|  | Customer Escalation Handling | Discuss the issues with the team and quickly fix them. We always taking care that similar issues will not happen again. | 3 |  |
| [Mgr] |
|  | Sr. Engineer | Product Management Specification Review Contribution |  |  |  |
| [Mgr] |
|  | Technical Decision Making |  |  |  |
| [Mgr] |
|  | [DEV] Improving QA via DEV knowledge  [QA] Generate High Quality QA Test Plans |  |  |  |
| [Mgr] |
|  | Coach others and Spread the Knowledge |  |  |  |
| [Mgr] |
|  | Promote and Implement Continual Improvement (corrective and preventive action) |  |  |  |
| [Mgr] |
|  | Lead. Engineer | Skill-Set Coverage and Continual Expansion |  |  |  |
| [Mgr] |
|  | Complex Engineering Skills |  |  |  |
| [Mgr] |
|  | Technical Risk Identification |  |  |  |
| [Mgr] |
|  | Promote Improvement via Fact-Based Evidence |  |  |  |
| [Mgr] |
|  | End-Result Thinking |  |  |  |
| [Mgr] |
|  | Comprehensive Coaching and Spreading Knowledge |  |  |  |
| [Mgr] |
|  | | **Part 2b: Roles and Responsibilities Advanced Attributes – DEV and QA** | Comment | Employee Rating | Manager Rating |
|  | Principal Engineer | Customer Escalation Handling |  |  |  |
| [Mgr] |
|  | Feature Championship |  |  |  |
| [Mgr] |
|  | Addressing Complex Issues via Optimization for Future Design (DEV) / Testing (QA) |  |  |  |
| [Mgr] |
|  | Sharpen the Saw |  |  |  |
| [Mgr] |
|  | Successful Recruitment |  |  |  |
| [Mgr] |
|  | Sr. Principal Engineer | Top Engineering Skills |  |  |  |
| [Mgr] |
|  | Improvement Leadership |  |  |  |
| [Mgr] |
|  | Technical Debt Reduction |  |  |  |
| [Mgr] |
|  | Library and Tool Improvements |  |  |  |
| [Mgr] |
|  | Technical Project Management Capabilities |  |  |  |
| [Mgr] |
|  | Customer Escalation Leadership |  |  |  |
| [Mgr] |
|  | Architect | Recognizing Full Business Needs and Tight Partnership with Product Management |  |  |  |
| [Mgr] |
|  | Wide Skill-Set Coverage |  |  |  |
| [Mgr] |
|  | Strategic Improvement Identification and Advisor |  |  |  |
| [Mgr] |
|  | Engagement with the Industry and Technical Community outside the company |  |  |  |
| [Mgr] |
|  | Challenge the Comfort Zone |  |  |  |
| [Mgr] |

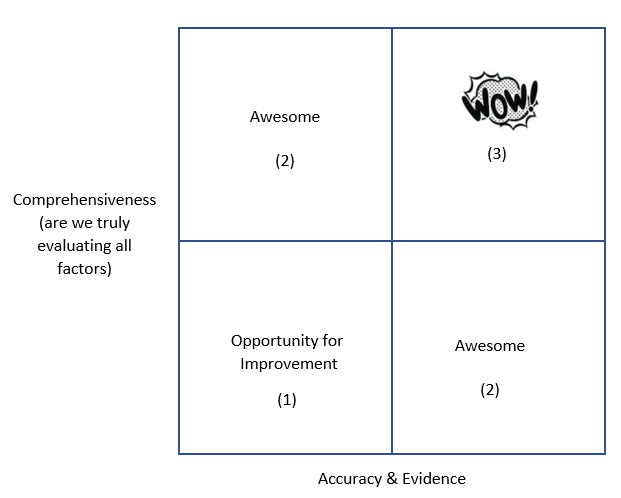
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|  | | **Part 2c: Roles and Responsibilities Management Attributes (\*) – DEV and QA** | Comment | Employee Rating | Manager Rating |
|  | Team Lead | Customer Escalation Handling via Delegation and Overseeing with End-Result in-place |  |  |  |
| [Mgr] |
|  | Industry Standards and Technology Adoption via Team Building |  |  |  |
| [Mgr] |
|  | Achieving High Quality at a Team Level |  |  |  |
| [Mgr] |
|  | Recognition of High Performers |  |  |  |
| [Mgr] |
|  | Purpose and Focus |  |  |  |
| [Mgr] |
|  | High Talent Acquisition |  |  |  |
| [Mgr] |
|  | Sr. TL / Group Manager | Sharpen the Saw - team level |  |  |  |
| [Mgr] |  |  |
|  | Challenge the Comfort Zone |  |  |  |
| [Mgr] |
|  | Manager | Improvement Leadership - Team Level |  |  |  |
| [Mgr] |
|  | Top Engineering Skills - Leveraging, Empowering and Delegating Others |  |  |  |
| [Mgr] |
|  | Technical Project Management Capabilities - Leveraging, Empowering and Delegating Others |  |  |  |
| [Mgr] |
|  | Director | Achieving Clear Product Management Requirements via Tight Engagement and Delegation and Empowerment of Others |  |  |  |
| [Mgr] |
|  | Significant Improvement Identification and Advisory |  |  |  |
| [Mgr] |
|  | Engagement with the Industry and Technical Community outside of the company – Leadership |  |  |  |
| [Mgr] |

(\*) To be used for R&D management positions in addition to table 2a, which includes core attributes for any R&D management role, i.e., R&D management positions should fully  
fill-in table 2a as-well as the relevant rows in table 2c.

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|  | **Part 3: Top-3 Goals for the Coming Year (SMART)** |
| 1 | FTR (FIRST TIME RIGHT) |
| 2 | Timeline Management |
| 3 | Quality Efficiency |

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| --- | --- |
|  | **Part 4: Feedback for Manager’s Improvement** |
| 1 | (one item that I hope my manager continues to retain)  **The manager is always supportive in task development whenever the team needs help with technical design and requirement analysis phase and planning.** |
| 2 | (one item that I wish my manager would do, which would help me improve my performance)  **Once the Team should handle their tasks on their own, they will improve their skills.** |

**Part 5: Comprehensiveness and Quality of the filled-in document by the employee. Keep it short, precise, fact-based evidence and talk significant continuation.   
The employee should ‘target’ for a ‘WOW’ (top-right corner) when submitting the document to his/her manager.**

Information Quality and Comprehensiveness submitted by the Employee [1 / 2 / 3]: 3.5

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| **Part 6: Executive Summary and Takeaways [Mgr]:** |

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| --- | --- |
| Final Rating – Employee: 3.5  Final Rating – Manager: |  |
| Employee Signature:  Date: 03/02/2023 | Manager Signature:  Date: |