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| sumerge logo indigo | 75/77 Street 199, Maadi, Cairo, Egypt PO Box 11435  t +20 2 2754 5823  f +20 2 2754 5833  info@sumerge.com  www.sumerge.com | Line teal |

SE Package

The Career Package is a written document with evidence that employees submit in order to be promoted to a new title, proving that they fulfilled the “requirements” of the title being claimed.

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[Type the author name]

June 13, 2024

**Revision History**

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| --- | --- | --- | --- |
| Version | Date | Author | Change Description |
| 1.0 | 18/7/2019 | Mohamed Nour  Marwa Emam | Final draft |
| 2.0 | 28/6/2021 | Marwa Emam | Add condition in section 3  Add condition in section 4 |
| 3.0 | 23/3/2022 | Habiba Yasser | Refined section 2 & added competencies guide Modified proofs in section 3 Linked feedback form in 4.1 |
| 4.0 | 17/5/2023 | Habiba Yasser | Refined requirement table in section 2.1 |
| 5.0 | 12/6/2024 | Hasnaa Lasheen | Update example in section 2.1 |
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Sumerge Software Engineer   
Package

Candidate Name

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |

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# Experience Profiles

The following pages provide a template for your Experience Profiles. You are required to provide **one** Experience Profiles, and you may provide up to four.

An Experience Profile is a coherent written description of a project or engagement that provides you with the opportunity to show how you perform as an Associate Software Engineer and enables the evaluator(s) to understand and question your thought processes and decisions.

Please also note that:

*Candidates must undergo one (1) year of software development be it in one project or more.*

*Candidates must provide one Experience Profile describing projects undertaken within the three (3) years preceding an application, at least one of which must have been undertaken in the last one (1) year. Projects over two (2) years long may be used for multiple Experience Profiles under either of the following conditions:*

* *The project had clearly-defined work efforts which took place in parallel, each with their own solution development and design activities and their own deliverables.*
* *The project had clearly-defined phases that were executed in succession, each with its own solution development and design activities and deliverables. Note that a second project phase that constructs and implements the solution developed by the first phase does not meet this requirement.*

When writing your Experience Profiles please provide your own thoughts – do not just copy project documentation. Diagrams from the project documentation may be helpful, but the text should be in your own words.

Please use the first person in your discussion, so it is clear to reviewers what you did *versus* what others did – say “I did X” rather than “X was done”.

Note that even in discussing what some other project member did, you can demonstrate your thinking as a Software Engineer.

Diagrams may be helpful, but please ensure they are relevant, readable, and help the evaluator to understand what **you** did on the project.

Focus on quality rather than quantity. If you provide more than two Experience Profiles, copy the Profile template as needed. Remember, you must stay within the 40-page limit. Experience Profile Summary

|  | Profile Name | Start Date | End Date | Project met Acceptance Criteria? |
| --- | --- | --- | --- | --- |
| Profile 1 |  | mm/yy | mm/yy | Yes/No |
|  |  |  |  |  |
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## Experience Profile 1: < Participate in 1 project, build module independently, and pass UAT>

**Project Summary**

Identification

|  |  |
| --- | --- |
| Client Name |  |
| Nature of Project |  |
| Location of Project |  |
| Name of your Employer  *(incase not Sumerge)* |  |

Duration

|  |  |  |
| --- | --- | --- |
|  | From | To |
| Total Project Duration | mm/yy | mm/yy |
| Your Involvement | mm/yy | mm/yy |

Resources

|  |  |
| --- | --- |
|  | Your Team |
| Project Team size | nn |

Personal Involvement

Please list the phases of the project in which you were personally involved.

| Start | Completion | Phase Description |
| --- | --- | --- |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |

Describe your role(s) and responsibilities in this project

**Business Opportunity or Problem**

Describe the business opportunity or problem(s) this project addressed and how it is related to the client’s needs

Describe the scope and complexity of the problem

Describe your relationship and communications with client management / end users *if any*

**Solution**

Discuss your contribution to the solution, project, or engagement.

Discuss your role, relationship, and contribution for the team.

List the major deliverables of the project that you were responsible for or contributed to.

Please list suggestions, decisions and initiatives that you proposed including the rationale behind key choices (please enumerate the alternatives you considered and your reasons for their rejection)

Please list and describe the modules / components that you built. Please provide the following for each module:

* Name, Description, and objectives
* Challenges in building this module
* Duration of the implementation
* Average effort in man-days
* Component Design
* Design decision, alternatives, and the rationale behind each decision
* Explanation for each component / layer in the design and rationale behind it
* Link to the code / artifacts

Please support your answers with diagrams, screenshots from the system… etc. as you see necessary for the evaluator to understand what was done.

**Results**

Was your solution delivered and live at the customer? If so, describe the role, if any, you had in the delivery. If not, explain why not.

Assess the overall success or failure of the project – comment on client satisfaction, attainment of objectives.

**Lessons Learned**

In retrospect, what might you have done differently on this project and what lessons did you learn?

# Compliance with Skill Requirements

This section mainly covers the required skills for the claimed package. Please support all your answers with details as much as possible and support your responses with supporting material like: emails, presentations, documents…etc. from your actual daily work that proves your claimed experience.

## Compliance with Organizational Skill Requirements

Note that all Experience cited in a Package to demonstrate Skills should all be within the period of work in the current title. To complete this section, employees must fulfill at least **70%** of the organizational skills.

The following is sample to guide you through fulfilling this section:

A screenshot of a computer

Description automatically generated

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| * + 1. **Client Focus**: Identifying and responding to current and future client needs; providing service excellence to internal and external clients. |

**Skill Level Required: L3;** Anticipates and adapts to client needs:

* Work with clients to adapt services, products, or solutions to meet their needs
* Anticipate areas where support or influence will be required and discuss situation/concerns with appropriate individuals
* Propose new, creative, and sound alternatives to improve client service

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Communication Skills**: Listening to others and communicating in an effective manner that fosters open communication |

**Skill Level Required: L3;** Adapts communication to others:

* Take others’ perspectives into account when communicating, negotiating or presenting arguments
* Respond to and discuss issues/questions in an understandable manner without being defensive and while maintaining the dignity of others
* Adapt communications according to anticipated reactions to messages

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Creative Thinking**: Identifying and responding to current and future client needs; providing service excellence to internal and external clients. |

**Skill Level Required: L3;** Introduces new approaches:

* Use existing solutions in innovative ways to solve problems
* Search for ideas or solutions that have worked in other environments and applied them to the organization

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Decision-making**: Making decisions and solving problems involving varied levels of complexity, ambiguity and risk |

**Skill Level Required: L3;** Makes decisions in situations where there is scope for interpretation of rules:

* Make decisions some of which are partially defined and entail missing pieces of critical information
* Develop solutions that address the root cause of the problem and prevent recurrence

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Initiative**: Identifying and dealing with issues proactively and persistently; seizing opportunities that arise |

**Skill Level Required: L3;** Acts promptly in a crisis situation:

* Act quickly to address a crisis situation drawing on appropriate resources
* Implement contingency plans when crises arise
* Take on extra tasks (exceed job requirements)

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Results Orientation**: Focusing personal efforts on achieving results consistent with the organization’s objectives |

**Skill Level Required: L3;** Surpasses established expectations:

* Exceed current expectations and push for improved results in own performance
* Take on new roles and responsibilities when faced with unexpected changes

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

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| * + 1. **Teamwork**: Worked collaboratively with others to achieve common goals and positive results |

**Skill Level Required: L3;** Demonstrates leadership in teams:

* Discuss problems/ issues with team members that could affect results
* Facilitate the expression of diverse points of view to enhance teamwork
* Capitalize on the strengths of all members
* Give credit for success and acknowledge contributions and efforts of individuals to team effectiveness

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| Provide two or more examples showing how you demonstrated the above criteria | Date (mm/yy) |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |
| 1. Task/project name:   Names of employees involved:  Situation/challenge/problem:  Action:  Proof (if any): |  |

## Compliance Functional Skill Requirements

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| * + 1. **Advise on Possible Solution:** Provide advice to the team / client (internal or external) on a range of technologies, tools, frameworks, applications, and products, which may be employed in the solution. |

**Skill Level Required: L3**

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| Provide one or more instance(s) where, perhaps with supervision or mentoring, you provided advice to the team on a range of applications and products, which might be employed in the solution.  Provide a short description of the nature of the client’s problem, the options you considered, and the rationale for your recommendation. | Date (mm/yy) |
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| * + 1. **Understand Business Aspects:** Assess client (internal or external) needs, requirements, preferences, and expectations. |

**Skill Level Required: L3**

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| Provide two instances where, perhaps with supervision or mentoring, you demonstrated your understanding of business aspects, describing briefly for each one the client’s needs, requirements, preferences, and expectations. | Date (mm/yy) |
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| * + 1. **Develop Plans:** Develops plans that are comprehensive, realistic, and effective. |

**Skill Level Required: L3**

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| Provide one instances where, perhaps with supervision or mentoring, you have developed plans that were comprehensive, realistic, and effective.  Please describe briefly the client needs, the proposed solution, and your plan. | Date (mm/yy) |
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| * + 1. **Advise on Technical Decisions:** Advise and guide the client / team (internal or external) on technical decisions for the use of vendor products, services, and solutions (trusted technical advisor). Examples include: * Identify problems related to installation, update, configuration, operations, or performance * Provide subject matter expertise on solution design * Provide advice on potential resolutions and their implementation |

**Skill Level Required: L3**

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| Provide one instance where, perhaps with supervision or mentoring, you acted as a trusted technical advisor, advising and guiding the internal or external client on technical decisions for the use of vendor products, services, and solutions.  In each case, please describe briefly the client needs, a summary of the options you considered, your recommendation, and rationale. | Date (mm/yy) |
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| * + 1. **Problem Analysis and Resolution:** Provide problem management. Examples include: * Apply problem solving skills * Assess risk and severity * Locate and allocate resources as necessary * Involve Subject Matter Experts (SMEs) to solve the problems * Implement problem resolution (install, test, and run patches, upgrades) |

**Skill Level Required: L3**

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| Provide two instances where, perhaps with supervision or mentoring, you managed a significant internal or external problem from analysis through to resolution.  In each case, please describe briefly the nature of the problem, the way you approached it, the risk and severity to the client, the resources needed to solve it, involvement of subject matter experts, and how the resolution was implemented | Date (mm/yy) |
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| * + 1. **Write Software:** Program in one mainstream programming language, according to project guidelines and coding standards. |

**Skill Level Required: L4**

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| Provide two instances where, perhaps with supervision or mentoring, you coded significant functionality in a mainstream programming language according to project guidelines and coding standards.  In each case, please briefly describe the circumstances, the purpose of the code you wrote, the design followed and why, whether your code was successfully deployed. Please also identify the applicable project guidelines and coding standards. Please put a link to the code repository. | Date (mm/yy) |
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| * + 1. **Recommend Technical Decision:** Given a business and technical context, compare the possibilities, strengths, and weaknesses of two or more technical decisions to make recommendations. |

**Skill Level Required: L3**

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| Provide two instances where, given a business and technical context, you compared, perhaps with supervision or mentoring, the possibilities, strengths, and weaknesses of two or more technical decision to make recommendations.  In each case, please briefly describe the circumstances, your recommendation, and rationale. | Date (mm/yy) |
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| * + 1. **Perform Unit Test and Debug:** Given a test plan, perform unit test and debug complex software. |

**Skill Level Required: L4**

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| Provide two instances where, given a test plan, you performed, perhaps with supervision or mentoring, unit test and debugging of complex software.  In each case, please briefly describe the unit under test, the test strategy, the test process, and your role. | Date (mm/yy) |
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| * + 1. **Use Automated Development Tools:** Use automated development tools. |

**Skill Level Required: L3**

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| Provide two instances where you, perhaps with supervision or mentoring, used automated development tools.  In each case, please briefly describe the circumstances, the tools, your role, and the deliverables you created. | Date (mm/yy) |
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| * + 1. **Develop Complex Solution:** Given a set of requirements, design, build, test, and package significant aspects of a complete solution required by the client. |

**Skill Level Required: L3**

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| Provide two instances where, given a set of requirements and perhaps with supervision or mentoring, you designed, built, tested, and packaged significant aspects of a complete solution required by the client.  In each case, please briefly describe the solution, your role, and the deliverables you created. | Date (mm/yy) |
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| * + 1. **Use Configuration Management Tools:** Use configuration management tools. |

**Skill Level Required: L3**

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| Provide two instances where, perhaps with supervision or mentoring, you have used configuration management tools.  In each case, please briefly describe the circumstances, your role, and the deliverables you created. | Date (mm/yy) |
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| * + 1. **Develop Design:** Elaborate and translate functional and non-functional requirements into a design. |

**Skill Level Required: L3**

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| Provide one instance where, perhaps with supervision or mentoring, you elaborated and translated functional and non-functional requirements into a design.  In each case, please briefly describe the circumstances, your role, and the deliverables you created. | Date (mm/yy) |
|  |  |

# Professional Development

Employees must undergo a minimum of 160 hours of learnings (of training, courses or through self-study) in their technical and organizational focus areas. 60% of learning hours are predetermined as per the required job performance level. The remaining 40% of the learning hours are to be allocated by the employee.   
It’s mandatory to submit at least 80 hours of learnings per year to ensure your eligibility for promotion and full salary range of new title

Please attach proof of submission for all learning topics where applicable.

## Organizational learning

|  |  |  |
| --- | --- | --- |
| **Course Provider and Subject** | **Required Hours** | **Actual Hours** |
| **Basics of Communication**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge, etc..).  Date: | 8 |  |
| **Creative Thinking and Innovation**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge, etc..).  Date: | 8 |  |
| **Planning and Organizing**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge, etc..).  Date: | 8 |  |
| **Teamwork**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge, etc..).  Date: | 8 |  |
| To be filled by you | To be filled by you |  |
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## Functional learning

|  |  |  |
| --- | --- | --- |
| **Course Provider and Subject** | **Required Hours** | **Actual Hours** |
| **Coding Principles**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge/implementation in a work goal, etc...).  Date: | 16 |  |
| **Code repository management**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: p presentation/ book review/certificate (pass examination); Ex: (IBM Badge/implementation in a work goal, etc...)  Date: | 4 |  |
| **JSE & Object Oriented**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge/implementation in a work goal, etc...)  Date: | 24 |  |
| **Unit testing**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge/implementation in a work goal, etc...)  Date: | 8 |  |
| **Other (focus track; JEE, BPM...)**  Name and type of Course/learning covered:  Link (if applicable):  Proof of submission: presentation/ book review/certificate (pass examination); Ex: (IBM Badge/implementation in a work goal, etc...)  Date: | 24 |  |
| To be filled by you | To be filled by you |  |
| To be filled by you | To be filled by you |  |
| To be filled by you | To be filled by you |  |

# Contributions to the Organization

As a part of Sumerge, you’re constantly taking improvement initiatives or contributing inside and outside your area of responsibility to drive yourself, your team, and Sumerge forward. In this section, you’re kindly requested to:

## Knowledge sharing sessions

List **two** or more technical presentations you conducted ***(****at least* ***one*** *presentation per year****):***

1. Topic:

Date:  
Target audience:  
[Feedback by audience:](https://forms.office.com/Pages/ResponsePage.aspx?id=16gUR_3_D0yamIaYrS_ZMJah3ydx6vlIjHXfuohoJnRUQ0JITkM1N1k2WURUVDNHVDhBUVFGMzI3MyQlQCN0PWcu)

Proof:

1. Topic:

Date:   
Target audience:  
[Feedback by audience:](https://forms.office.com/Pages/ResponsePage.aspx?id=16gUR_3_D0yamIaYrS_ZMJah3ydx6vlIjHXfuohoJnRUQ0JITkM1N1k2WURUVDNHVDhBUVFGMzI3MyQlQCN0PWcu)

Proof:

## Improvement Initiatives:

List improvement initiative(s) you took ***if*** any (not required)

1. Please describe the initiative you took, who was the beneficiary (team, department, organization…etc.).

What was the result of the initiative? Describe the opportunity you took or the challenge the initiative helped overcome, and involvement from other teams/individuals, and attach proof if applicable.

## Other:

1. Provide at least **one** contribution to Sumerge blog
2. Provide at least **one** contribution to Sumerge wiki
3. Mention at least **one** Associate Software Engineer you mentored

# References

Please insert your references here. Please make sure they print with this document (for example, inserted PDF files do not print).