



**Tan, SY**

IT Developer/Engineer

Manager: Siti Rohana Haji Mohamed Amin

Evaluated by: Elmen Tan (21681676)

## **FY14 Year-end Performance Review**

Organization : Solution Services IT (Siti Rohana Haji Mohamed Amin (21661622))

Location: CJO01 - Cyberjaya, HP Global Center, IT/ COE Bldg (CJO01)

1 Nov 2013 - 31 Okt 2014

### **Overall Comments**

#### **Manager Evaluation**

**Rating:**

AE - Achieves Expectations

**Comment:**

SY is recognized as the go-to-person and SME for Analytics and BI related matters for the center. He has done exceptionally well by learning and taking on board all the new style of IT analytics tools and technology and share them with the rest of the team in the center.

SY has demonstrated his creativity and innovation ability with his participation in Techday and various POC initiatives.

SY has also shown that he can lead a team to work on analytic project on his own and performed reasonably well in engaging domain partners and teams from other centers.

#### **Employee Evaluation**

**Comment:**

100% goal achieved.

Strongly interested and looking for opportunity in managerial position. Wish to be promoted into managerial position, looking forward to contribute further with existing knowledge and experience gained.

Actively looking for guidance and ways in moving up the career path.

Strong self initiative in picking up and get updated with latest technology in term of new style of IT.

### **Acknowledgment**

#### **Manager Evaluation**

**Status:**

**Comment:**

#### **Employee Evaluation**

**Status:**

Acknowledge without comments

**Comment:**

### **Goals**

Innovation

- 1) Develop minimum 1 secondary skill related to New style of IT (Mobility, Big Data, Cloud, Security, Integration Services)
- 2) SME of specific function or technology - conference paper submission
- 3) Implement at least 2 Innovative solutions either to optimize operational efficiency or new innovation ideas

**Due Date:** 31 Okt 2014      **Status:** Complete      **Completion Date:** 1 Okt 2014

**Supports:**

**Manager Evaluation**

On track, just need to focus on the item 2 & 3 for remaining of the year

**Employee Evaluation**

- 1) Big Data - SAS Advance Analytic skill set.
- 2) SME - In progress - Looking for opportunity or support other team in innovation idea.
- 3) 1 has done, preparing to further enhancement. Another 1 still in discussion.

Item (2) and (3) will be completing next 1/2 year of 2014.  
Evaluated as 50% achievement - Achieved Expectation.

- 1) Big Data - Additional skillset built: Data Visualization - Tableau, Business Analytic, R
- 2) White paper submission - Social Media Configurator
- 3) Completed innovation idea - Join effort in Social Media Configurator idea

Evaluated as 100% achievement - Achieved Expectation.

**Leadership Quality**

1) Exhibit leadership qualities:

- Professionalism (SBC, Emotional Maturity, Integrity etc.)
- Manage work effectively
- Leadership & Personal effectiveness
- Influencing
- Coach/mentor
- Developing junior ICs and successors - training & coaching
- Project- related travels availability
- Engagement with domain, go to person for domain lead
- Team morale & motivation
- Presentation skills e.g. powerpoint skills, demo, etc.
- Risk taking: step out of comfort zone

**Due Date:** 31 Okt 2014      **Status:** Complete      **Completion Date:** 1 Okt 2014

**Supports:**

**Manager Evaluation**

On track, but need to work influencing and communication.

**Employee Evaluation**

- 1) Exhibit leadership qualities:
  - Professionalism (SBC, Emotional Maturity, Integrity etc.)

[Yes - Handling bad comments positively and continuously seeking better way to solve problem.]

- Manage work effectively [Yes - Attend & finish meeting in time. Manage delivery in time or ahead required schedule.]
- Leadership & Personal effectiveness [Yes - Initiative in executing delivery, pro-actively seeking explanation when facing obstacles.]
- Influencing [Yes - Seeking co-members in performing innovation ideas. Actively participate in innovation idea discussion.]
- Coach/mentor [Yes - Pro-actively helping members from other team for solving problem in developing PoCs.]
- Developing junior ICs and successors - training & coaching [Yes - Giving presentation on big-data technology especially Autonomy Technology to other team members.]
- Project- related travels availability [Yes - Pro-actively self-preparation in getting VISA ready and travel budget planning, to make myself available and ready for business workshops.]
- Engagement with domain, go to person for domain lead [Yes- Actively participate in weekly review, discussion and work collaboration with domain / counterparts.]
- Team morale & motivation [Yes - Successfully organized 2014 MyCulture Chess Tournament by working with members from various colors team for the first time in organizing Chess Tournament.]
- Presentation skills e.g. powerpoint skills, demo, etc. [Yes - Frequently giving sharing in big-data technologies, participated in management training and presenting to counterpart for project delivery.]
- Risk taking: step out of comfort zone. [ Yes - Self-exploratory into new bid-data technology such as Hadoop, Mahout, Advance Analytic, SQL technology for innovation idea implementation and project delivery.]

100% achievement and will keep on doing this for the next 1/2 year.

Self evaluated as Exceed Expectation in this segment.

#### Operation Excellence

- 1) Exceed OTD, Quality, and productivity metrics, as well as comply with project development framework
- 2) Perform effective project management i.e. ensuring scope is well defined, risk is quantified and mitigation plan is in place, all changes is well documented including test plans and test results
- 3) Influence timely and effective execution of ALL Management Operations matters i.e. watch webcast & take mandatory trainings, conducting technical interviews, participate in team meetings, 1-1 sessions, regular meeting with domain leads etc.

Supports:

#### Manager Evaluation

#### Employee Evaluation

- 1) Complied with project development framework.
- 2) Performed effective project management.
- 3) Timely and effective execution of management operations executed.

Evaluated as 100% achievement - Achieved Expectation.

#### Stretched Assignments

1) Develop fundamental PM skills - CAPM

2) Play key roles in at least two programs in the key strategic pillars i.e. Employee engagement, People Development, Operational Excellence & Innovation

**Due Date:** 31 Okt 2014      **Status:** Complete      **Completion Date:** 1 Okt 2014

Supports:

#### Manager Evaluation

On track, part of the MyCulture organizing committee but need to certify for CAPM.

#### Employee Evaluation

Item (1) - PMP Training completed in Q1.  
- Proceed to get PMP certification examination in Q3.  
- Examination date has registered at Q1 2015, due to Q3 capacities of examination center has full.  
Self evaluated as 100% achievement.

Item (2) - Act as the Chairman in 2014 MyCulture Chess Tournament Committee and successfully carried out the tournament in 2 days for 6 MyCulture Color teams.  
- Further clarification required on this item as what is 'Strategic Pillars' means.

Act as SPOC for Data Visualization & Reporting.  
- Driving internal & external training to team members.  
- Bringing awareness in center during TechDay 2014.  
- Knowledge sharing to team members.  
- Helping CC lead in acquiring and gathered SME, project details at local center.  
- Influence in cutting-edge technology acquisition across centers.  
- Work together with big-data CC for driving research direction and sourcing useful training.

Self evaluated as 100% achievement.

## Leader Attributes

### [Always Accountable]

- Commits and delivers with integrity, transparency and quality - Makes timely decisions and takes action

Manager Evaluation

Employee Evaluation

### [Highly Capable & Innovative]

- Solves complex problems with innovative products & solutions - Strives for continuous improvement & quickly adapts to changes

Manager Evaluation

Employee Evaluation

### [Passion for Customers]

- Acts as a trusted partner, providing relevant advice - Integrates innovation and quality to fulfill customer needs

Manager Evaluation

Employee Evaluation

### [People & Team Developer]

- Values and develops employees to be highly successful - Puts One HP first, teams to create business value

Manager Evaluation

Employee Evaluation

### [Will to Win]

- Demonstrates urgency, taking thoughtful risks - Keeps it simple, lean & efficient

Manager Evaluation

Employee Evaluation

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#### Section Summary

### Manager Evaluation

### Employee Evaluation

Overall, I have achieved the goal setting and completed the expectation. Addition on that, I have completed with the stretch goals set.

In term of technical skills, I have taken initiative in picking up Tableau, which is a Data Visualization and Reporting tool, R programming language and Business Analytic domain. Besides, I have also taken up additional efforts in completing managerial training and self-prepare to act as a manager and leaders role, in term of mindset and skill.

In a nutshell, I have achieved 100% if all the goal set and feel very satisfied on my own performance.