



Cover Page  
Akhilesh Kumar



## Performance Evaluation Report

The Performance Evaluation process is designed to help you better understand your objectives as well as how you are performing against those objectives and the competencies that drive success across the organization.

In an effort to add continued value to our performance management process, we want to ensure the focus is placed not only on performance but also development. Coupled with continuous feedback discussions with your manager, the information obtained during the Performance Evaluation process can be leveraged to define your developmental needs that address both strength and improvement opportunities.

**Individual:** Kumar, Akhilesh

**Job Title:** Trainee Developer

**Manager:** Saifullah, Syed

**Performance Period:** 10/15/2018-11/14/2018

**Org Unit:** Software Development

**Reviewed Date:** 12/7/2018

**Signed-off Date:** N/A

 = Manager  = Individual

### Discussion Questions

**For Employee** - Which job responsibilities/tasks do you enjoy most? Which do you least enjoy?

**For Manager** - Does his/her role allow for task variety? If yes, what responsibilities/tasks can be introduced to provide additional room for learning and professional growth? If no, how do you ensure maximum productivity with less than desirable responsibilities/tasks?

**Manager:** Currently the trainee is going through training on HTML, CSS, JS, .Net related technologies along with other general training by Syed. Ensured that the freshers go through a variety of things to come up to speed as a developer.

Our approach has been to finish one module and assign tasks and it has worked out well.

**Individual:** During JavaScript sessions Mr. Manoj has given the task to create web page by generating dynamic HTML elements. Its completely new for me and I enjoyed to complete these. Till now I didn't got any task which is not interested.

**For Employee** - What kinds of professional development or training opportunities interest you most?

**For Manager** - Considering the context of the role, what are a few training and development opportunities (internal and external) that may be beneficial to the employee's continued professional development (i.e. job shadowing, seminars, conferences, certifications, professional memberships/affiliations, etc.)?

**Manager:** Seems the developer is really excited about the training period. Advised him to continue doing the good job.

**Individual:** I am interested in the professional development and training in which apart from the session we have to do something extra by our own and we have to learn something extra by ourselves.

**For Employee** - What motivates you to get your job done?

**For Manager** - What motivates you to get your job done? Discuss similarities and/or differences in your motivators.

**Manager:** Akhilesh has been doing a great job in getting the assigned work done. He carries a good attitude and is well appreciated.

**Individual:** My interest in the work motivates me the most and apart from this competition with my friends who are doing the same, I always try to do better than anyone else. So this also motivates me to do my job.

**For Employee** - How do you like to receive feedback on your work?

**For Manager** - How do you tend to give feedback to your employee(s)? Can you think of other possible ways to provide feedback?

**Manager:** We do talk very often - initially on a weekly basis and will slowly change it to twice monthly and then into monthly/quarterly.

**Individual:** I always like to listen actual thing about me. So for my work also I want to listen which thing I have done good and what mistakes I have made. So that I can try not to do the same mistakes again in future.

**For Employee - What can we do to improve our manager-employee communication?**

**For Manager - What can we do to improve our manager-employee communication?**

**Manager:** The team is very open and has been able to approach anyone on the floor.

**Individual:** In starting Syed sir was taking session that was good. Because through that session not only we were getting some extra knowledge which will definitely help in our carrier but also we can share our thought to him as well. I think it should continue.

**For Employee - What type of career growth is most important to you? (additional responsibility, leading a team, salary increase, promotion, etc.)**

**For Manager - Considering the employee's response above, identify a few "stepping stones" that may assist in moving in the direction of the desired career path.**

**Manager:** Training for now and slowly assign them to projects in Q2 of 2019.

**Individual:** Leading a Team and sometimes additional responsibility is most important for me and remaining promotion and salary increase are secondary things.

**For Employee - What tools or technology would make your job easier?**

**For Manager - What steps can be taken to provide the tools or technology listed in the employee's response above? If you and your employee were to swap roles, what tools or technology become a "must have" in making your job easier?**

**Manager:** We will have to assign more proper machines and other required software after the training period.

**Individual:** Till now we didn't used more tools to learn or complete our tasks. May be in future we have to use several tools and technologies when we will go through advance topics.

**For Employee - I identify 1-2 key developmental areas where you have the most opportunity for improvement. Over the next 12 months, what steps will you take to develop these areas further?**

**For Manager - I identify 1-2 key developmental areas where the employee has the most opportunity for improvement. Over the next 12 months, what resources will you provide to assist in their professional development?**

**Manager:** 1. Asked the resource to continue doing the great job  
2. Not to get over confident and stay balanced

**Individual:** I feel that my English communication is not that much strong and I need to improve this. I have already started work on this by spending time on this daily and I'm sure that I will improve it very quickly.  
And I am also doing practice of writing codes because in my point of view This is the area of any programmer in which always there are something to improve.

## Comments

The following is a summary of comments made in response to each comment question on the Performance Evaluation. The responses are randomized to protect confidentiality. As you read through the responses, look for themes and avoid putting too much emphasis on any one comment. If there are any themes, determine how the themes correspond to the numerical ratings. Focusing on themes is much more important than focusing on specific individual comments.

### Manager

The training is shaping out nicely and looking forward to having a great team of Jr Developers.

### Individual

Most of the things are already covered in the review form and apart from that overall experience for the month duration and and also how much we improve ourselves from last month can be added. Thank you !

## Sign-Off Comments

Akhilesh Kumar - N/A *None provided*

## Attachments

*No attachments provided*