



## Annual Performance Review Form

Team Member Name:	Austin Law
Supervisor Name:	Tim Haak
Review Period:	August 2023-July 2024
Date of Hire:	7/25/2022
Years of Service:	2

Job Description: [Austin Law - Job Description](#)

Noteworthy accomplishments, contributions, and/or goals achieved during this review period:

Austin has done a good job taking on large parts of the YBCO suite. He has been following the SDLC well and is always open to feedback when receiving it in PRs. He's producing documentation well on tasks in Confluence and takes his SMART goals very seriously. He participates and communicates well on 1 on 1 meetings.



Performance Rating	
H	Highly Effective - performance consistently exceeds standards
S	Successful - performance consistently meets position requirements
N	Development Needed - performance does not consistently meet or occasionally falls below what is required
U	Unsuccessful - performance fails to meet minimum expectations for the position

Professional and Technical Knowledge	
Team Member understands job functions, requirements, tools, and processes.	S
Team Member has and applies the knowledge and skills necessary to perform their role effectively.	S
Team Member exhibits expertise in the execution of work.	S
Team Member maintains and grows critical knowledge and/or skills that meet industry standards and keeps up to date on developments within specialty.	S
Team Member seeks opportunities for continued professional development.	H

Quality, Reliability, and Professionalism	
Team Member follows relevant guidelines and processes for work products.	S
Team Member completes work with accuracy, thoroughness, and attention to detail.	N
Team Member is trustworthy, consistent, and demonstrates good judgment.	S
Team Member can work independently.	S
Team Member performs responsibilities in a manner that supports a culture of respect and integrity.	S
Team Member demonstrates the ability to plan, organize, and prioritize workload.	S
Team Member consistently uses time wisely, completes tasks, and meets goals	N



and deadlines.	
Team Member recognizes personal limitations and seeks help when needed.	N

Effectiveness and Adaptability	
Team Member shows willingness to take on new tasks, learn new processes, and develop new skills.	H
Team Member can adjust priorities to meet team or client needs.	H
Team Member can develop timely solutions to overcome challenges.	N
Team Member anticipates potential issues and proactively seeks a solution.	S
Team Member maintains a respectful attitude when faced with challenges.	N

Teamwork and Communication	
Team Member communicates effectively with supervisors, coworkers, and clients.	S
Team Member practices open and honest communication to support a culture of trust.	S
Team Member shows a willingness to work with others to complete tasks and projects.	S
Team Member fosters a spirit of creative collaboration and works to improve products and processes as part of a team.	S



Supervisor Comments:

Austin continues to be a hard working and determined coworker and is always investing in his own growth as a developer through his focus on SMART goals.

Here are growth opportunities for him:

- Reach out for more clarification/collaboration/ideation with other developers and product owners. He shouldn't feel like he's alone on an island but an integral part of our team!
- Speak up and participate more in meetings
- Improve his estimation accuracy and speaking up when tasks appear to be growing in complexity or having the potential to take longer than originally estimated
- Thoroughly performing his own testing on work prior to submitting PRs
- Increasing the level of trust among his team so he can speak up more if something's bothering him instead of coming across short out of frustration.

Discussion items, plans or goals for next review period, and next steps:

Between now and the end of the year, Austin's going to focus on taking a deep dive into the relevant code prior to giving estimations so they can be as accurate as possible. He'll also notify the scrum team if an estimate looks like it wasn't initially accurate.

Team Member signature: *Austin Law*

Date: 7/26/24

Supervisor signature: *Timothy R. Haak*

Date: Jul 26, 2024