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| Please note:  This document is used for project intern conversion only (non-MACH, non summer intern)  This document is to be filled by intern, mentor and manager respectively and submit at last step. Intern interview will only start after completed form is submitted. |

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**Intern Performance Discussion**

**& FTE Application Form**

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| --- | --- | --- | --- | --- | --- | --- |
| Intern Name: | Yuqing Wei |  | Campus Recruiter by Intern Business Team | | | |
| Intern Alias: | v-yuqwe |  | Business Team | Contact Recruiter | Business Team | Contact Recruiter |
| Intern Position: | PM intern |  | ASG BJ | Vanora Wang | CEC SH | Sophie Cai |
| Business Team: | CEC |  | ASG SZ | Nancy Xu | CSS SH | Sophie Cai |
| Start Date: | 2014/8 |  | OSG BJ | Beibei Wang | CSS Wuxi | Sophie Cai |
| Manager Name: | Qing Liu |  | Incubation BJ | Beibei Wang | SMSG | Yvonne Qiu |
| Mentor Name: | Blair Chen |  | CEC BJ | Beibei Wang |  |  |

# Step1: Project Assignment

**People Involved:** Intern, Mentor

## **Instructions:**

## **Intern is responsible for:**

Initiate sync up with mentor to discuss project assignment; understand your task, expected project goal and deliveries;

## **Mentor is responsible for:**

Propose project assignment in below chart for intern and get manager’s approval;

Confirm with intern on this project assignment.

## **Project assignment notes:**

Can be completed with milestones/deliverables within the internship; Defined attainable milestones (every 2-3 weeks); Include stretch goals

Opportunity to modify timeline and adjust project as needed but avoid frequent shifts from project to project;

Take into account particular intern’s strengths and opportunities for growth

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| Project Summary  Overview of the project; Define what is success. |
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| Project Goals  Describe and list goals in priority order, eg: measurable outcomes, how success will be evaluated and deadlines.  This is a baseline for interns’ midpoint and final Connect. |
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| Project Dependencies  What tools, people and resources will the intern need to successfully complete their project? How interns have access? |
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# Step 2: Commitments Setting

**People Involved:** Intern, Manager, Campus team

## **Instructions:**

## **Intern is responsible for:**

Initiate sync up with manager to discuss and agree on commitments, execution plan and accountabilities, 4-6 commitments are recommended.

## **Manager is responsible for:**

Meet with intern to communicate the commitments and expectations for him/her

Ensuring each commitment has a clear accountability, execution plan and clear description of the feature/project that the Intern will be working on and how the Manager will be measuring success against those commitments during the checkpoint and final review.

Ensuring that all commitments are representative of fulltime caliber work for that profession.

Please use this document to build and develop intern commitments which will be used to evaluate his/her performance throughout Internship.

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| Commitments: | Execution Plan:  Identify how you will achieve your commitments, by stating the actionable items and significant milestones that you plan to deliver during your Internship. Identify the groups you depend on for the successful completion of your milestones. | Accountabilities  Capture the specific success measurements and metrics your Manager will use to determine whether the results you deliver meet expectations. The more objective the metrics, the better. |
| Machine Learning Researcher | 1. Read documentations and papers.  2. Gather useful big dataset and scenarios.  3.Write new documentations for PMs  4.Try to build demos with the scenarios and algorithm knowledge | 1. Participate in BesTV Recommendation Demo based on Azure machine learning API  2. Recommendation System based on Spark MLlib  3. Streaming Analysis with Twitter Comments |
| Compete Analysis Reseacher | 1. Gather Basic information of the four clouds on their website  2. Do test works of cloud services  3. Contribute to report writing | 1. Customer comment material gathering and analysis  2. BenchMark test and I/O test of Azure and aliyun VMs  3. Participate in report writing of Aliyun, AWS and Ucloud. |
| EBC Assistant | 1. Get familiar with EBC daily issues  2. Presenting Demos to EBC Guest and do other assistant works  3. Video and documentation archive | 1. Learn to use devices and present demos in EBC.  2. Attend more than 15 EBC event  3. Help to establish EBC Media Service |
| Solution Accelerator PM | 1. Understand Solution Accelerator Program  2. Co-Work with Dev to promote the program  3. Keep tracking the program as new demos and new features adding | 1. SA new Portal Design  2. Media Service Design  3. Billing Portal Test  4. Machine Learning Demo page Design |
| EA Report PM | 1. Understand EA data and write report with excel  2. Design a UI Portal to do the things automatically  3. Keep tracking and complete the Portal | 1. Monthly EA Report Writing  2. New EA Portal Design  3. Add new Features facing Engineers |

## **Commitments should:**

Be specific, measurable, achievable, results based, and time specific.

Align with the commitments of your Manager and organization.

Include the key competencies for your discipline:

Key areas for all employees: Achieving commitments and business metrics, [customer satisfaction](http://cpe/), and functional and technical knowledge and skills.

Accomplishments and how accomplished: Identify [competencies](http://hrweb) to help express the “how” for each commitment.

# Step 3: Final Connect

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| --- | --- |
| Final Review Date: | 8/10/2015 |

**People involved:** Intern, manager, campus team

## **Instructions:**

## **Intern is responsible for:**

Completing the Commitments, Execution Plan and Accountabilities sections using the Commitments form

Summarizing your performance against each commitment in the “Intern’s Assessment” section

Initiate sync up with your manager for a discussion

## **Mentor is responsible for:**

Providing detailed feedback on his/her assessment of the Intern’s performance against each commitment in the “Mentor’s Assessment” section

## **Manager is responsible for:**

Providing detailed feedback on his/her assessment of the Intern’s performance against each commitment in the “Manager’s Assessment” section

Selecting a Recommendation regarding Future Opportunities (consideration for FTE position)

Results Achieved Against Commitments

Summarize your performance against each [Commitment](#Commitment).

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| Intern’s Assessment of Results Against [Commitments](#Commitment) |
| 1.Machine Learning Researcher: Complete a documentation to help people understand Azure ML algorithms and its suitable scenarios; participate in or conducte recommendation system demos;  2.Compete Analysis Researcher: Help to gather overview, business and technology informations and write whitepapers.  3.EBC Assistant: Help to prepare or host EBC events. EBC Media Service are in use now.  4.Solution Accelerator PM: New Portal are in use and work well.  5.EA Portal PM : Responsible for monthly EA report; New EA portal design are agreed and its prototype is in build. |

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| Mentor’s Assessment of Results Against [Commitments](#Commitment) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Internship Attitude | Excellent | Good | Fair | Poor | | Passionate to Microsoft/ Technology | Excellent | Good | Fair | Poor | | Team work and Communication | Excellent | Good | Fair | Poor | | Coding skill | Excellent | Good | Fair | Poor | | Problem solving | Excellent | Good | Fair | Poor | | Quick on Learning | Excellent | Good | Fair | Poor | | Innovation | Excellent | Good | Fair | Poor | | English Capability | Excellent | Good | Fair | Poor |   **Overall Comments:** |

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| Manager’s Assessment of Results Against [Commitments](#Commitment) |
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**Manager’s** Final Assessment and Recommendation Regarding Future Opportunities

Manager’s final comments about future opportunities in your group (offer decision is subject to business need and final approval). If intern applies fulltime positions outside the team, this will be the primary reference for consideration:

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|  | Strong Recommend (Intern did perform at a level at which I would recommend for fulltime position for my group.) |
|  | Recommend (Intern did perform at a level at which I would recommend for fulltime position for my group. ) |
|  | No current fit position available. (I would NOT recommend further consideration for employment opportunities with my group at this time but intern may reapply to Microsoft after one year of additional education and/or industry experience.) |

-----The end-----