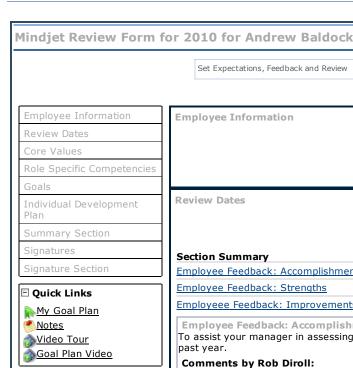




Completed

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WELCOME, ANDREW BALDOCK



Last Name: Baldock First Name: Andrew Title: Web Developer

Job Code: IC

Manager Signature

Originator: Yoona Wong

Review Period: 01/01/2010 - 03/31/2011

Due Date: 05/31/2011

Employee Feedback: Accomplishments

Employeee Feedback: Improvements Needed

Employee Feedback: Accomplishments

To assist your manager in assessing your performance, please provide a list of your top 5 accomplishments for the

Comments by Rob Diroll:

- 1. Andrew leapt in and kept all publishing services up to their expected standards amidst the shuffling chairs, with only a couple weeks on the job.
- 2. He worked with Raghavan and Web Engineering to break the mold of current promotional thinking and start using promotional banner space on the store (secure.mindjet.com), to support Rob's vision, and present a united canvas across the customer web flow.
- 3. HHe interviewed and helped bring in 5 more members of my team: Marcello, Jim, Monica, Tony and Kathryn. Ok, Rob should get more credit for that but I helped weed out a few people who were NOT as good, and gave my blessing to these 5 awesome and talented people.
- 4. Architecture: I rewrote the agency-supplied Home Page with the sliding panels, and made it work as the slider with left nav you see today. Taking the lessons from that, I carved out a new templating system on www.mindjet.com that supports all the new pages going forward, complete with a grid system, typography, freedom from legacy styles and scripts (meaning faster for devs to code in), lightboxing, and much more. This new system paves the way for HTML5 video with Flash fallback, in fact HTML5 in general with backward-facing shims for older browsers. The new work is based in a large part on Paul Irish's HTML5 boilerplate which is a rocksolid foundation AND the cutting edge, all at once.
- 5. Code: the projects & enhancements I released on www.mindjet.com include the following:
- a. Stopped the chat lady from appearing on Mobile devices
- b. Fixed the broken Marketing campaign cookie
- c. MindManager jetpack Launch for Japan
- d. Japan earthquake support
- e. Free Your Mind billboard home page graphic
- f. New home page, AB tested.
- g. Above previously mentioned significant architectural changes to www.mindjet.com, which support:
- i. New Win product pages
- ii. New Mac product pages
- iii. New Mobile product pages
- iv. More.

Employee Feedback: Strengths

To assist your manager in assessing your performance, please provide a list of your top 5 strengths.

Comments by Rob Diroll:

- 1. Communication. Be it written, verbal, or graphic, I excel at listening, absorbing information and then communicating my ideas back extremely clearly. I have a healthy set of social skills, and I truly enjoy that "aha" moment when someone has the delight of understanding. I try to bring this across in my interactions with people as well as when representing the company via the web.
- 2. Agility. I don't like to get blocked by things, and I always feel like there is a better way to do something. I assume every problem has a fix that I either intuitively know how to solve, or know how to learn how to solve. I have no reverence for bureaucracy, secrecy, or "this is the way it's always been done."
- 3. Responsibility. I physically feel pain if something is wrong on the website.
- 4. Flexibility. Adaptive behavior gets you everywhere. This job is already miles different from what it said on the sign when I applied; I threw out my preconceived notions, rolled up my sleeves and got to work. Since I started I've already played a manager, an IA, a Graphic Designer, a Java programmer, and Chocolate Factory Tour
- 5. Positivity and Enthusiasm. I've worked other places: Mindjet rocks. I'm happy to be here and it shows. I enjoy working with like-minded scientists and artists who are really on top of their game, and I enjoy keeping the atmosphere in the right place to do that.
- 6. Technical skills, you know all those, and there's lots you don't know, why bother listing them, I can learn just about anything. I'm smart.

Employeee Feedback: Improvements Needed

To assist your manager in assessing your performance, please provide a list of your top 5 improvements needed.

Comments by Rob Diroll:

- 1. Staying Right-Sized. I'm prone to stepping up where I see an absence of leadership, technical skills, design, etc. I have rubbed people the wrong way with this before, I am being mindful of it.
- 2. Keeping track of the company schedule. I get so intensely focused on one task after the other right in front of me, that sometimes I spend a couple days solving problem X to the exclusion of problems Y and Z which actually needed to be turned to once I found X hard to solve.
- 3. Mindmanager. I want to help promote MM as a dev tool, but I'm not finding the time to sit and figure out how it might actually help with really technical projects.
- 4. Everything, really. I'm -always trying to be better-!
- 5. Thinking of things for this list

Core Values

This section is for evaluating the demonstration of core values.

There must be a rating for each core value before the form is sent for signatures.

Creativity/Innovation

Generates new ideas, challenges the status quo, takes risks, supports change, encourages innovation, solves problems creatively.

Rating by Rob Diroll:

Rating: 4.0 - Exceeds Expectations

Managers Comments:

Andrew exceeds expectations for 2 primary reasons.

1. He inherited a slow, flawed content management system, but he re-architect ed it for the whole team to enable faster time to market. The new product page and the home page are all of Andrew's work - these were the 2 largest short term opportunities and Andrew played a major role in each. He exhibited speed, innovation and creative problem solving.

2. Andrew has introduced new technologies and quick fixes for demos, navigation, coding and much more. He allows works hard to train other members of the team and has successfully transferred knowledge.

Employees Comments:No comments

Integrity/Ethics

Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:

Employees Comments:No comments

Employees Comments: No comments

Andrew deals with others in a straightforward and honest manner.

Results Focus

Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability sets team standards and responsibilities, provides leadership/motivation.

Rating by Rob Diroll:

Rating: 4.0 - Exceeds Expectations

Managers Comments:

Andrew helped us achieve 3 short term strategic goals:

- 1. Optimize home page & test
- 2. Optimize product page and test
- 3. Clean product launches

But he has also changed everything in his path for the better - he is a technical front end web developing perfectionist!

Teamwork

Shares ideas with, and learns from others; continually communicates with manager and team; understands team chemistry and team-goal achievement processes; meets commitments, accepts accountability, handles change, sets personal standards, is punctual and meets attendance standards; welcomes newcomers and promotes a team atmosphere.

Rating by Rob Diroll:

Rating: 4.0 - Exceeds Expectations

Managers Comments:

Andrew is very much a free spirit and has a uniquely effective work style. He leads by driving his own ideas then training others. He thinks of the team immediately. He is positive and refreshingly candid. He also engages and challenges others with courage instead of accepting the status auo - so other team members follow his

Employees Comments: No comments

example.

Role Specific Competencies

This section is for evaluating demonstration of competencies.

There must be a rating for each competency before the form is sent for signatures.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Rating by Rob Diroll:

Rating: 4.0 - Exceeds Expectations

Managers Comments:

Andrew loves and swims in change. He can handle pressure too. As the only developer on the team for a month, it was really difficult and stressful for him but he did it.

Employees Comments:No comments

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:

Employees Comments:No comments

Andrew is an excellent communicator both verbally and written. He also listens well.

Dependability

Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:

As mentioned previously, he is very dependable.

Employees Comments: No comments

Initiative

Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:No comments

Employees Comments:No comments

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments: No comments

Employees Comments:No comments

Planning

Develops realistic plans, sets goals, aligns plans with company goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.

Rating by Rob Diroll:

Rating: 3.0 - Meets Expectations

Managers Comments: No comments

Employees Comments: No comments

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Rating by Rob Diroll:

Rating: 4.0 - Exceeds Expectations

Managers Comments: No comments

Employees Comments:No comments

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:No comments

Employees Comments:No comments

Quality

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments:No comments

Employees Comments:No comments

Computer Skills

Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.

Rating by Rob Diroll:

Rating: 5.0 - Substantially Exceeds Expectations

Managers Comments: No comments

Employees Comments:No comments

Goals

This section is for evaluating accomplishments of goals.

The weights for the goals in this section must add up to 100, and there must be a rating for each goal before the form is sent for signatures.

Overall Comments on Goal Achievement

Managers Comments:

Andrew is a joy to have on the team. He is a free spirit who challenges the status quo. He is always seeking improvement. The web team said it would do several things in the months of April and May and we are ahead of schedule - largely due to Andrew.

Andrew's greatest opportunity is to continue to frame his ideas so that others can digest them. Continue to involve others because for the web team to be fast, efficient and successful, we need Andrew's continued leadership.

Employees Comments:No comments

Individual Development Plan

Use the section below to describe development objectives. Define the knowledge/skill that you are attempting to develop, the reason it is important to your current/future performance, the specific action/s to be taken, and the expected timeline for accomplishment. Progress, results and ratings should be entered throughout and at the conclusion of development action/s.

Overall Form Rating

Summary Section

There must be an Overall Form Rating before the form is sent for signatures.

Overall Performance Rating 4.45 / 5.0

0.0% Employee Feedback: Accomplishments Employee Feedback: Strengths Employeee Feedback: Improvements Needed Core Values 4.25 / 5.0 30.0% 4.0 - Exceeds Expectations Creativity/Innovation Integrity/Ethics 5.0 - Substantially Exceeds Expectations 4.0 - Exceeds Expectations Results Focus 4.0 - Exceeds Expectations Teamwork 40.0% Role Specific Competencies 4.6 / 5.0 Adaptability/Flexibility 4.0 - Exceeds Expectations Communication 5.0 - Substantially Exceeds Expectations Dependability 5.0 - Substantially Exceeds Expectations 5.0 - Substantially Exceeds Expectations <u>Initiative</u> Job Knowledge 5.0 - Substantially Exceeds Expectations **Planning** 3.0 - Meets Expectations Problem Solving/Analysis 4.0 - Exceeds Expectations **Productivity** 5.0 - Substantially Exceeds Expectations 5.0 - Substantially Exceeds Expectations Ouality Computer Skills 5.0 - Substantially Exceeds Expectations

Weights

<u>Goals</u>	Select a rating	30.0%
Signature	es	
When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.		
Signatures indicate that the Performance Assessment discussion has been held, and does not necessarily indicate agreement.		
Employee	e: <u>Andrew Baldock</u> 05/24/2011	
	Andrew Baldock	
Manager:	: <u>Rob Diroll</u> <u>05/24/2011</u>	
1	Rob Diroll	
Signature Section		
OPTIONAL: Please sign the hard copy form below. You must also complete the electronic signature stage of the online form in order to officially complete the review process.		
Employee signature here indicates that the Performance Assessment discussion has been held, and does not necessarily indicate agreement		
Date of Employee receipt of review:		
Overall Comments		
Comments by Rob Diroll: I love having Andrew on the Web Experience Team. He is a huge contributor and huge asset!		

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