

# Performance Review 2022

## Employee Information

Employee: Swapna B  
Employee PERNR: 46203229  
Performance Reviewer: Jalaj Vijay  
Validity Period: 01.01.2022 to 31.12.2022  
Status: In Process  
Substatus: Year-End Self-Assessment (Employee)

Additional Employee Data  
Job Name: Software Engineer Lead  
Preferred Name:  
Country: India  
SBU: FS  
Local Organization:  
Global ID: 46203229  
N/A:

## Predefined Objectives

Development Objective - Learning & Upskilling

Description:

\*Realize continuous upskilling and learning (active participation in learning and developmental activities including the completion of mandatory training) and attaining or progressing on relevant certifications.

Weighting:

0

Employee Mid-Year Assessment:

Realize continuous upskilling and learning (active participation in learning and developmental activities including the completion of mandatory training) and attaining or progressing on relevant certifications.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am trying to upskilling and learning (active participation in learning and development activities including the completion of mandatory training)

Development Objective - Delivery Excellence

Description:

\*Demonstrating high quality of work, Reduction of wastage rework & defects, On-time delivery, Showcasing the use of Best Practices and Proposed Improvements

Weighting:

0

Employee Mid-Year Assessment:

Demonstrating high quality of work, Reduction of wastage rework & defects, On-time delivery, Showcasing the use of Best Practices and Proposed Improvements

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am able to deliver all the activities assigned with required quality and in time.

14.10.2022

# Performance Review 2022

And showcasing the use of Best Practices and Proposed Improvements where ever i can.

Development Objective - Awareness of project financials

Description:

\*Showcase awareness of project financials

Weighting:

0

Employee Mid-Year Assessment:

Showcase awareness of project financials

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

Showcased awareness of project financials

Development Objective - Become a good Team Player

Description:

\*Buddy with and/or help 2 new hires or recent joiners to learn Capgemini values, meet colleagues, provide on the job training on applications, domain, technologies, policies and advise on how to make themselves optimally available to support projects.

Weighting:

0

Employee Mid-Year Assessment:

Buddy with and/or help 2 new hires or recent joiners to learn Capgemini values, meet colleagues, provide on the job training on applications, domain, technologies, policies and advise on how to make themselves optimally available to support projects.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am helping to new hires or recent joiners to learn Capgemini values, meet colleagues, provide on the job training on applications, domain, technologies, policies and advise on how to make themselves optimally available to support projects.

Business Objective - Compliance

Description:

\*Realize 100% compliance in all internal & relevant client processes (timesheet compliance, staffing, delivery, expenses, leave, reporting etc.)

Weighting:

0

Employee Mid-Year Assessment:

Realize 100% compliance in all internal & relevant client processes (timesheet compliance, staffing, delivery, expenses, leave, reporting etc.)

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am trying to compliance in all internal & relevant client processes (timesheet compliance, staffing, delivery, expenses, leave, reporting etc.)

Business Objective - Utilization

Description:

\*ARVE % - Achieve min. 90% Utilization across Onshore & Offshore.

14.10.2022

# Performance Review 2022

Weighting:

0

Employee Mid-Year Assessment:

ARVE % - Achieve min. 90% Utilization across Onshore & Offshore.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am able to achieve whatever that are assigned to me in with in given time.

Business Objective - Support New Business Development efforts

Description:

\*Demonstrate active involvement in new business pursuits, bids or RFPs.

Weighting:

0

Employee Mid-Year Assessment:

Demonstrate active involvement in new business pursuits, bids or RFPs.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I am able to handle all the activities assigned in claims project, in turn helped in the Business Development.

Business Objective - Support Revenue

Description:

\*Revenue Managed target of min 50,000 Euro at Offshore & 200,000 at Onshore.  
- 50KE (Offshore, 200KE (Onshore)

Weighting:

0

Employee Mid-Year Assessment:

Demonstrate active involvement in new business pursuits, bids or RFPs.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

By supporting claims issues able to support the revenue generation.

## Individual Objectives

# Performance Review 2022

Upgrade Technical Knowledge and business knowledge

Description:

Learning new technologies which helps me to grow as an developer and business knowledge helps me to grow in business perspective

Weighting:

75

Employee Mid-Year Assessment:

Learning new technologies which helps me to grow as an developer and business knowledge helps me to grow in business perspective

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

Learning new technologies which helps me to grow as a developer and business knowledge, that helps me to grow in business perspective.

Leave Management

Description:

- Unplanned leaves
- Avail leaves reasonably and responsibly
- Apply Leaves in LMS & update timesheet

Weighting:

0

Employee Mid-Year Assessment:

- Unplanned leaves
- Avail leaves reasonably and responsibly
- Apply Leaves in LMS & update timesheet

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

- Unplanned leaves
- Avail leaves reasonably and responsibly
- Apply Leaves in LMS & update timesheet

# Performance Review 2022

## Compliance

### Description:

- Timesheet
- Liberty Trainings
- CG Trainings
- Access Renewal
- Dress Code
- Mandatory Trainings
- Account Security

### Weighting:

0

### Employee Mid-Year Assessment:

- Timesheet
- Liberty Trainings
- CG Trainings
- Access Renewal
- Dress Code
- Mandatory Trainings
- Account Security

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

- Timesheet
- Liberty Trainings
- CG Trainings
- Access Renewal
- Mandatory Trainings
- Account Security

## Time Management

### Description:

- Desk availability
- Office timing compliance

### Weighting:

0

### Employee Mid-Year Assessment:

- Desk availability
- Office timing compliance

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

- Office timing compliance

# Performance Review 2022

Primary objectives- 2022

Description:

Delivery

1. Complete internal EIS training successfully.

Compliance

1. Complete all internal training on time.
2. Fill time sheets regularly on time.
3. Follow wfh norms set by the organization.

Skills

1. Learn at least one new skill as per your project assignment.

Weighting:

0

Employee Mid-Year Assessment:

Delivery

1. Complete internal EIS training successfully.

Compliance

1. Complete all internal training on time.
2. Fill time sheets regularly on time.
3. Follow wfh norms set by the organization.

Skills

1. Learn at least one new skill as per your project assignment.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

Delivery

1. Completed internal EIS training successfully.

Compliance

1. Completed all internal training on time.
2. Filling time sheets regularly on time.
3. Follow wfh norms set by the organization.

Skills

1. Learning new skills as per my project assignment.

## Financial KPI's

# Performance Review 2022

Utilization

Description:

KPI Target:

KPI Actual:

Contribution Margin

Description:

KPI Target:

KPI Actual:

Sales

Description:

KPI Target:

KPI Actual:

Revenue

Description:

KPI Target:

KPI Actual:

# Performance Review 2022

Late Timesheets

Description:

KPI Target:

KPI Actual:

Other 1

Description:

KPI Target:

KPI Actual:

Other 2

Description:

KPI Target:

KPI Actual:

Other 3

Description:

KPI Target:

KPI Actual:



# Performance Review 2022

## Competency & Career Development Plan

Click here to review and assess the competencies for your current role: "Talent Review Profile".  
In the field below, indicate your training objectives (for competency and career development) for current and future potential roles.

Competency & Career Development Plan

Description:

Employee Mid-Year Assessment:

I have given my best performance to learn new things whenever I got an opportunity. And I am trying to get the knowledge from the trainers and teammates by coordinating with them.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

- 1) I am able to achieve what ever that are assigned to me with in given time.
- 2) I am able to upskill on claims process and delivering solutions for the issues assigned.
- 3) Learning new technologies which helps me to grow as an developer and business knowledge
- 4) Able to follow the best practices in day to day activities.

Career Aspirations

Description:

Employee Mid-Year Assessment:

I want to learn new Technologies and Business knowledge to increase my professional career.

Employee Year-End Assessment:

International Mobility

Please indicate if you are interested in working on international projects, should the opportunity arise. If you are, please indicate if you would be willing to work abroad on either a temporary or permanent basis, and the maximum length of assignment you would consider.  
Expressing an International interest will not guarantee an International project.

Description:

Employee Mid-Year Assessment:

Wiling to work at onsite projects if I got opportunity

Employee Year-End Assessment:

## Overall Mid-Year Assessment

Your assessment should reflect compliance with our Code of Business Ethics and other Group policies, and demonstrate behaviours in line with the Group's values

## Performance Review 2022

### Overall Mid-Year Assessment

#### Employee Mid-Year Assessment:

I have given my best performance to learn new things whenever I got an opportunity. And I am trying to get the knowledge from the trainers and teammates by coordinating with them. And I want to learn new Technologies and Business knowledge to increase my professional career.

#### Reviewer Mid-Year Assessment:

Swapna has gone through the EIS training and has done good at it.

## Overall Year-End Assessment

Your assessment should reflect compliance with our Code of Business Ethics and other Group policies, and demonstrate behaviours in line with the Group's values

### Overall Year-End Assessment

#### Employee Year-End Assessment:

- 1) I am trying to give my best performance and learning new things whenever I got an opportunity.
- 2) I am trying to get the knowledge from the leads and teammates by coordinating with them.
- 3) And I am learning new Technologies and Business knowledge to increase my professional career.

## Ratings