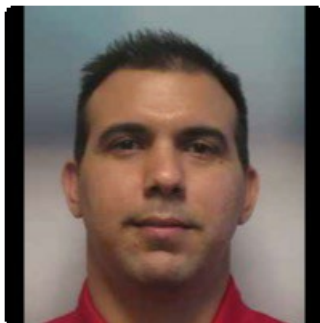# CDW — PEOPLE WHO GET IT

2020 Annual Performance Review

Review Period 1/1/2020 - 12/31/2020

REVIEWER

Juan Estrada (Manager), Eric Dahlin (Indirect Manager), Luz Perez (HR PARTNER)

Gerson Ramirez

Tech Level Two-Config Center
JobCode

Employee Details

Cost Center	SLS-WDC Config - Billable
Division	Deliver - Tech Services NCF
Email	gersram@cdw.com
Last Hire Date	11/28/2016
User ID	0000000CL80
Career Level	1

Goal Review

Rating Scale

Rating	Description
Improvement Required	This coworker's performance is varied and accomplishment of goals was inconsistent. This coworker can improve performance with focused feedback and coaching
Successful	This coworker successfully accomplished their goals while demonstrating consistent CDW Way behaviors. This describes a majority of coworkers
Exceptional	This coworker exceeded expectations on high reach goals while demonstrating role model CDW Way behaviors. Reserved for coworkers who have exhibited exceptional performance

Cross Training

Coworker should cross-train with another CDW department that aligns with their career path or Configuration Center Role/Position/Area. Options include, but are not limited to, Imaging Admin, Associate Engineer, QC Specialist, Inside Solution Architect, etc. Coworker must complete at least 16 hours of cross-training, along with completing a presentation (OR) one-page document on what he/she learned during the cross-training period. Cross-training must be discussed with Supervisor and approved by all involved members of management team.

Exceptional – Coworker worked with supervisor to organize and schedule cross-training period. Coworker completed (approved) cross-training, created a presentation on the cross-training period, and presented the presentation to Supervisor(s) in formal, scheduled session.

Successful – Coworker worked with supervisor to organize and schedule cross-training period. Coworker completed (approved) cross-training and created a one-page document outlining what he/she learned during the cross-training period.

Improvement Required – Coworker was unsuccessful in completing cross-training, and/or did not complete and presentation or one-page document outlining what was learned during the cross-training period.

Start Date	Due Date	Status
1/1/2020	12/31/2020	Completed

Progress	Weight	Business Goals
100%	20%	Coworker

Comments

Gerson Ramirez - 12/1/2020 1:20:37 PM
100% Completed, due to COVID-19, Cross Training was validated with 4 LinkedIn courses.

Gerson Ramirez - 12/1/2020 1:21:36 PM

Exceptional – Coworker worked with supervisor to organize and schedule cross-training period. Coworker completed (approved) cross-training, created a presentation on the cross-training period, and presented the presentation to Supervisor(s) in formal, scheduled session.

Reviewer	Rating
Gerson Ramirez (Self)	Exceptional
Juan Estrada (Manager)	Exceptional

Comments

Gerson Ramirez (Self):

Four LinkedIn courses were taken by the coworker as a Cross Training replacement due to COVID-19 circumstances:

Course: CompTIA Network+ (N10-007) Cert Prep: 1 Understanding Networks51m
Course: CompTIA Network+ (N10-007) Cert Prep: 2 The Physical Network3h 11m
Course: CompTIA Network+ (N10-007) Cert Prep: 3 The World of TCP/IP3h 28m
CompTIA Network+ (N10-007) Cert Prep: 4 Making TCP/IP Work

A total of 11 courses were taken among them are:

Course: Node.js Essential Training1h 53m
Course: Building a Website with Node.js and Express.js3h 10m
Course: Advanced Python2h 27m
Course: What is Graphic Design?2m 49s
Course: Functional Programming with Python1h 45m
Functional Programming with Python
Course: Cisco Certifications: First Steps41m
Learning VMware vSphere

Juan Estrada (Manager):
Gerson was exceptional on the cross-training goal. We had a sudden change in the world when covid struck we made changes to the goal in order to follow CDC guidelines. Gerson took LinkedIn learning modules to further his technical acumen. I would like for Gerson to continue to go above and beyond on his career like he did this year.

Individual Development Plan

Focus on taking measurable steps towards your professional development including: furthering education, contributing ideas, completing approved skill soft courses, volunteering, personal goals etc.

Follow IDP created by you and your manager, due May 3rd. Provide milestone achievements for each IDP goal. Meet quarterly with your manager to review your IDP progress.

Exceptional - Achieved all IDP objectives and met with manager quarterly to share progress

Successful – Took measurable steps toward accomplishing IDP objectives and met with manager quarterly to share progress

Improvement Required – Did not take measurable steps toward accomplishing any IDP objectives and/or did not meet with

manager quarterly to share progress

Start Date
1/1/2020

Due Date
12/31/2020

Status
Completed

Progress

 100%

Weight
20%

Business Goals
Coworker

Comments

Gerson Ramirez - 12/1/2020 1:23:33 PM
Exceptional - Achieved all IDP objectives and met with manager quarterly to share progress:

1.- Associate Level Certification was passed

2.- Four University Classes were passed with "A" score

Reviewer	Rating
Gerson Ramirez (Self)	Exceptional
Juan Estrada (Manager)	Exceptional

Comments

Gerson Ramirez (Self):
Following the instructions the **Individual Development Plan** was created *appropriately and in a time manner. All the goals were validated. Along the year, several one-on-one sup-cow were scheduled to keep track and accountability for meeting these goals.*

Juan Estrada (Manager):
Not only did Gerson fill out his IDP and handed it over to Management by May 3rd, he also met every goal he set himself to achieve. He went completed 4 courses to complete his masters, did some technical courses, and completed all his PMP proud of this accomplishment for you Gerson.

Performance and Policy Adherence

The coworker must; Meet or exceed monthly total performance, follow all CDW and Configuration Center policies outlined in the Road to Success and followed all ISO/Safety guidelines.

Exceptional- Coworker must meet or exceed a minimum of the following guide lines. With no corrective action.

- A minimum of 7 months of 95-100 points each month of total performance, no more than one external quality error issued.

- Coworker did not receive any verbal related to CDW and/or Configuration Center policies and procedures including stretching, following safety policy, checking/wearing bootstraps, properly labeling and shipping orders, and following MHE/PC policy.

- Coworker did not receive any verbal related to Road to Success which includes, but is not limited to; attendance, tardiness, dress code, etc.

Successful– Coworker must meet or exceed a minimum of the following guide lines.

- A minimum of 5 months 80-94 points each month of total performance and no more than two external quality errors issued.
- No written corrective action related to CDW and/or Configuration Center policies and procedures including stretching, following safety policy, checking/wearing bootstraps, properly labeling and shipping orders, and following MHE/PC policy.
- Coworker did not receive 2 or more written warnings related to Road to Success which includes, but is not limited to; attendance, tardiness, dress code, etc.

Improvement Required – Coworker must meet or exceed a minimum of the following guide lines.

- Did not reach minimum 80 points total performance requirement for 5 months or less or received more than two quality errors. Received a written warning for performance or quality
- Coworker received written or corrective action related to CDW and/or Configuration Center policies and procedures including stretching, following safety policy, checking/wearing bootstraps, properly labeling and shipping orders, and following MHE/PC policy.

Coworker received 2 or more written warnings and/or suspension related to Road to Success which includes, but is not limited to; attendance, tardiness, dress code, etc.

Start Date	**Due Date**	**Status**
1/1/2020	12/31/2020	Completed

Progress	**Weight**	**Business Goals**
100%	30%	Coworker

Comments

Gerson Ramirez - 12/1/2020 1:25:47 PM
Successful– Coworker must meet or exceed a minimum of the following guide lines.

Only a tardiness verbal was received.

Reviewer	Rating
Gerson Ramirez (Self)	Successful
Juan Estrada (Manager)	Successful

Comments

Gerson Ramirez (Self):
Successful:

A tardiness related verbal was issued, and the misbehavior was immediately corrected. Except for that minor incident no other corrective action was needed.

Juan Estrada (Manager):

Gerson was Successful this year for this goal. he had 6 months where his total performance points were above 95 points, and he received a verbal for tardiness shortly after the verbal was issued he corrected that and would be here on time.

Technical Development / Continued Education

Work with management in pursuing technical certifications relevant to Configuration Services and your career path. Approved certification must be achieved prior to November 30th. Obtain next level certification or notable strides to obtain career related degree.

Exceptional – Coworker has met both of the following requirements:

1. Obtained next level certification by August 31st

1. Completed four courses of post-secondary education degree program.

    Successful –Coworker has met one of the following requirements

1. Obtained next level certification by November 30th

1. Coworker is enrolled in post-secondary education and completed 2 college classes

    Improvement Required – Did not obtain next level certification or taken at least 2 classes in a post-secondary education program/school.

Start Date	**Due Date**	**Status**
1/1/2020	12/31/2020	Completed

Progress	**Weight**	**Business Goals**
100%	30%	Coworker

Comments

Gerson Ramirez - 12/1/2020 1:28:08 PM
Exceptional

1. Completed four courses of post-secondary education degree program.
2. Obtained next level certification by November 30th

Reviewer	Rating
Gerson Ramirez (Self)	Exceptional
Juan Estrada (Manager)	Exceptional

Comments

Gerson Ramirez (Self):

A total of 11 courses linkedin learning were taken among them are:

Course: Node.js Essential Training1h 53m

Course: Building a Website with Node.js and Express.js3h 10m

Course: Advanced Python2h 27m

Course: What is Graphic Design?2m 49s

Course: Functional Programming with Python1h 45m

Functional Programming with Python

Course: Cisco Certifications: First Steps41m

Learning VMware vSphere

Completed four courses of post-secondary education degree program as a part of a Master's in Software Development the coworker signed on.

Obtained next level certification by November 30th: Microsoft Certified: Azure Administrator Associate. ***Unfortunately*** the cert were no compatible with the department technical development interest, but even though was validated to be part of the performance review.

Juan Estrada (Manager):
This year Gerson completed 4 courses towards his masters. He also got a certification from Microsoft. The Azure Administrator Associate, this speaks highly on his dedication to higher learning. I would like for Gerson to continue to pursue his career aspirations.

Provide any additional comments below. Note: This section will not be rated.

Comments

Gerson Ramirez (Self):

In my opinion I deserve a 3 for all the noticeable interest an effort I have put this whole year in keeping my IDP current.

Juan Estrada (Manager):

Gerson has done a great job this year with his PMP goals compared to other years. We had minor setbacks but that didn't make him loose focus on the end goal. I would like for Gerson to continue to focus on the big picture.

Overall Rating

2020 Annual Performance Review
Gerson Ramirez

Exceptional

	Manager Review	Coworker Self Review
Goal Review	Exceptional	Exceptional
Overall Comments	N/A	N/A
Overall	Exceptional	Exceptional

X Gerson Ramirez Pedre
Co-Worker

X Juan Estrada
Manager

3/17/2021
Date

3/17/2021
Date