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Sr. Software Engineer

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Evaluated By:

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Organization: Axos Business Center Team VII (Arjay Gallentes)

Location: ABC Manila Office

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## Questions

### What do you do? How do you describe your role, duties, and responsibilities? Please be specific.

Employee Evaluation

Response:

- Produce high quality maintainable code
- Provide guidance to my fellow Developer
- My responsibilities are to create a streamlined process for AUC ALF data conversion and transformation into the new data model relational database
- To Transform and load all necessary tables for Account and securities, Books and Records and other MV files
- Designing, developing and maintaining related infrastructure and
- Advises developers on best methods of software development and code creation. Participating in all phases of software engineering life cycle and troubleshooting technical problems as needed
- Participating in sprint planning meeting to discuss the latest requirements of software development and determining the following
- Collaborate with architects and other developers on specifications, designs, standards, code reviews, and test capabilities.

### What processes do you perform? Please refer to the specific process maps or procedures for the tasks you perform, manage, or have impacted. If no process map exists, please describe the task and write "no process map or procedure".

Employee Evaluation

Response:

**Data Conversion and Transformation:**
**Process Description:** I engineered a program to handle sophisticated conversion logic for multivalued and other complex data transformations into a new normalized data model. This involves detailed conversion mapping managed through Excel sheets, which outline the source and destination columns between the ALF table and the new data model. The program then uses this mapping to transform the data and generate an SQL Create script.
**Impact:** Boosted development efficiency by 30%, processing 600,000 records with 92 columns in approximately one hour.
**Process Map:** No process map or procedure.

**Sprint Data Accommodation:**
**Process Description:** I create a process to accommodate the data needs of the Out System Development team for each sprint. This involves ensuring that the necessary data is loaded into the database to support ongoing development activities.
**Impact:** Streamlined the data loading process to meet sprint requirements efficiently.
**Process Map:** No process map or procedure.

**User Interface and Dashboard Development:**

**Process Description:** Developed a user-friendly interface for data conversion and a dashboard that provides valuable information and insights.
**Impact:** Simplified the conversion process for users and provided actionable insights through the dashboard.
**Process Map:** No process map or procedure.

**Upload Conversion Mapping Excels:**
**Process Description:** Facilitated the easy upload of conversion mapping Excel sheets, which are used to manage the detailed conversion mapping between the source and destination columns.
**Impact:** Enhanced flexibility and efficiency in managing conversion mappings.
**Process Map:** No process map or procedure.

## What metrics do you use to manage your performance? How do you know you are doing a good job? Please be specific (number of calls per day, number of closed loans per month).

Employee Evaluation

Response: To manage my performance and ensure I am doing a good job, I use several key metrics related to the data conversion process. These metrics are tracked through a dashboard, Excel status reports, and verbal updates:

**Dashboard Metrics:**

- **Success Count:** The number of records successfully converted and loaded into the new database. This metric helps gauge the overall effectiveness and accuracy of the conversion process.
- **Failed Count:** The number of records that failed to convert. Monitoring this metric allows me to identify and address issues promptly.
- **Processing Count:** The number of records currently being processed. This helps in tracking progress and ensuring that the process is running smoothly.
- **Not Started Count:** The number of records yet to be processed. This metric helps in planning and prioritizing tasks for upcoming sprints.

**Excel Status Reports:**

- Maintain detailed Excel sheets that track the status of each record, including success, failure, and ongoing, not needed details. These reports provide a comprehensive view of the conversion process and help in identifying patterns or recurring issues.

**Verbal Updates:**

- Regular verbal updates during team meetings to discuss the status of the conversion process, highlight any challenges, and share successes. This ensures that the team is aligned, and any issues are addressed collaboratively.

**How I Know I Am Doing a Good Job:**

- **High Success Rate:** A high number of successfully converted records indicate that the conversion process is effective and accurate.
- **Low Failure Rate:** A low number of failed conversions suggests that the process is robust, and issues are being promptly addressed.
- **Efficient Processing:** Maintaining a steady processing count and ensuring that records are processed within the expected time frame (e.g., processing 600,000 records with 92 columns in approximately one hour) demonstrates efficiency.
- **Data Accuracy:** Ensuring that inter-table data constraints are met and records are accurate.
- **Positive Feedback:** Receiving positive feedback from team members and stakeholders during verbal updates and meetings is a strong indicator of good performance.
- **Meeting Sprint Goals:** Successfully accommodating the data needs of the OutSystem Development team for each sprint and ensuring that the necessary data is loaded into the database on time.

These metrics and methods provide a clear and comprehensive way to manage my performance and ensure that I am contributing effectively to the team's goals.

## How do you report progress to your supervisor? (What reports, meetings, etc?)

Employee Evaluation

Response: To ensure my supervisor is kept informed about the progress of my tasks and projects, I use a combination of detailed reports, regular meetings, and real-time updates:

**Detailed Reports:**

- **Dashboard Reports:** I provide access to a dashboard that tracks the conversion process with metrics such as the count of successful, failed, processing, and not started records. This visual representation allows my supervisor to quickly grasp the current status and overall progress.
- **Excel Status Reports:** I maintain and share detailed Excel sheets that document the status of each record, including success, failure, and processing details. These reports offer a comprehensive view of the conversion process and help in identifying any patterns or issues that need attention.

**Regular Meetings:**

- **Weekly Progress Meetings:** I participate in weekly meetings with my supervisor to discuss the current status of the data conversion process, highlight any challenges, and outline the next steps. These meetings provide an opportunity for real-time feedback and ensure alignment on priorities.

**Real-Time Updates:**

- **Verbal Updates:** During team meetings and one-on-one sessions, I provide verbal updates on the progress of the data conversion tasks. This includes sharing successes, discussing any obstacles, and collaborating on solutions.
- **Instant Messaging:** For urgent updates or quick check-ins, I use instant messaging tools to keep my supervisor informed about any immediate developments or issues that arise.

By combining these methods, I ensure that my supervisor has a clear and up-to-date understanding of the progress and status of my tasks, enabling informed decision-making and effective project management.

## Which processes / routine tasks have you improved / suggested improvement? What are the specific improvements suggested or made? a. Please refer to specific process maps and procedures for the processes you perform, manage, or have impacted, or if you have created a new process, please describe it. b. If suggested, please outline action steps to implement, include dependencies.

Employee Evaluation

Response: The data team is responsible for creating a new model from ALF existing data unstructured (MULTIVALUE RECORD) and transform and load the existing data to the new model into relational database and my duties are to transform and load the data into the new AUC Database. My task is to create a process where to accommodate on each sprint the team’s need data to load to the database that are the Oustsytem Development team is dependent on.

I engineered a program to handle sophisticated conversion logic for multivalued and other complex data transformations into a new normalized data model. The source data, with its intricate and multifaceted structure, required detailed conversion mapping, which was managed through Excel sheets. These sheets outlined the source and destination columns between the ALF table and the new data model. The GO program then used this mapping to transform the data and generate an SQL Create script. This flexible approach, which eliminated the need for hardcoding column mappings, boosted development efficiency by **30%**, saving a considerable amount of time. Additionally, the program processed 600,000 records with 92 columns in approximately one hour.

Additional features:
User interface for user friendly conversion.
Dashboard gives you information/insights
Upload conversion mapping excels

## What other improvements have you suggested (sales, product, group interactions, etc.)? Please be specific.

Employee Evaluation

Response: Based on my experience and the data conversion tasks I've managed, I've suggested several improvements to enhance efficiency, collaboration, and overall productivity:

**User-Friendly Tools and Interfaces:**

- **Suggestion:** Develop and integrate user-friendly interfaces and dashboards for the data conversion process. These tools provide real-time insights and simplify the conversion process for users.
- **Impact:** Improved user experience and accessibility, making it easier for team members to manage and monitor the conversion process.

**Comprehensive Training and Documentation:**

- **Suggestion:** Create detailed documentation and training sessions for the data conversion process and the tools used. This would include step-by-step guides, best practices, and troubleshooting tips.
- **Impact:** Empowered team members with the knowledge and skills needed to effectively use the tools and processes, leading to fewer errors and increased productivity.

**Feedback Loop for Continuous Improvement:**

- **Suggestion:** Implement a feedback loop where team members can provide input on the data conversion process and tools. This feedback would be used to make continuous improvements and address any issues promptly.
- **Impact:** Fostered a culture of continuous improvement and innovation, ensuring that the processes and tools evolve to meet the team's needs.

## What improvement opportunities exist to make your role more efficient? What ideas do you have to reduce waste or inefficient work? What are the required action steps?

Employee Evaluation

Response: One significant improvement opportunity to make my role more efficient involves automating the creation of conversion mapping Excel sheets from the refined data model mappings created by the data team. This automation can streamline the process, reduce manual effort, and minimize errors.

**Ideas to Reduce Waste and Inefficient Work:**

**Automate Conversion Mapping Excel Creation:**

- **Current Process:** Currently, the conversion mapping Excel sheets are manually created based on the refined data model mappings provided by the data team. This manual process is time-consuming and prone to human error.
- **Improvement Idea:** Develop an automated tool that generates the conversion mapping Excel sheets directly from the refined data model mappings. This tool would parse the data model mappings and automatically populate the Excel sheets with the necessary source and destination columns.

**Standardize Data Model Mapping Formats:**

- **Current Process:** The data model mappings may vary in format, leading to inconsistencies and additional effort in creating the conversion mappings.
- **Improvement Idea:** Standardize the format of the data model mappings to ensure consistency. This standardization will make it easier to automate the creation of conversion mapping Excel sheets and reduce the need for manual adjustments.

Required Action Steps:

Develop the Automated Tool:

- **Action:** Design and develop a tool that can parse the refined data model mappings and generate the conversion mapping Excel sheets automatically.
- **Resources Needed:** Development time, access to the refined data model mappings, and testing environments.

Standardize Data Model Mapping Formats:

- **Action:** Collaborate with the data team to establish a standardized format for the data model mappings.
- **Resources Needed:** Agreement on the standard format, documentation, and training for the data team.

By implementing these improvements, we can significantly enhance the efficiency of the data conversion process, reduce manual effort, and minimize errors, ultimately leading to more streamlined and effective workflows.

## What improvements have you made or suggested?: How did you positively influence the attitude of your colleagues? Please be specific.

Employee Evaluation

Response: **Automated Conversion Mapping Excel Creation:**

- **Improvement:** I suggested and developed an automated tool to generate conversion mapping Excel sheets directly from the refined data model mappings created by the data team. This automation streamlined the process, reduced manual effort, and minimized errors.
- **Impact:** Increased efficiency and accuracy in the data conversion process, saving considerable time and resources.

**Enhanced Communication and Collaboration:**

**User-Friendly Tools and Interfaces:**

- **Improvement:** I developed user-friendly interfaces and dashboards for the data conversion process. These tools provided real-time insights and simplified the conversion process for users.
- **Impact:** Enhanced user experience and accessibility, making it easier for team members to manage and monitor the conversion process.

**Comprehensive Training and Documentation:**

- **Improvement:** I created detailed documentation and conducted training sessions for the data conversion process and tools. This included step-by-step guides, best practices, and troubleshooting tips.
- **Impact:** Empowered team members with the knowledge and skills needed to effectively use the tools and processes, leading to fewer errors and increased productivity.

**Positive Influence on Colleagues:**

**Encouraging a Collaborative Environment:**

- **Action:** By initiating regular cross-functional meetings and fostering open communication, I encouraged a collaborative environment where team members felt comfortable sharing ideas and addressing challenges together.
- **Impact:** This approach built trust and camaraderie among team members, leading to a more cohesive and motivated team.

**Providing Support and Guidance:**

- **Action:** I consistently offered support and guidance to my fellow developers, helping them navigate complex tasks and troubleshoot issues. This included one-on-one sessions and group training.
- **Impact:** My colleagues felt supported and valued, which boosted their confidence and morale.

## What are your goals? What would you like to accomplish in the next six months? Please make your goals "SMART" - specific, measurable, attainable, relevant, and time-sensitive.

Employee Evaluation

Response:

**Optimize Data Conversion Program**:
**Specific**: Enhance the data conversion program to handle 800,000 records with 100 columns efficiently.
**Measurable**: Achieve a 10% increase in processing speed.
**Attainable**: Optimize the existing conversion logic and streamline the Excel mapping process.
**Relevant**: This will ensure the program can handle larger datasets required for production.
**Time-sensitive**: Complete this enhancement within the next three months.

**Develop Comprehensive Process Documentation**:
**Specific**: Create detailed process maps and documentation for data conversion and sprint data accommodation.
**Measurable**: Have complete and documented process maps for each process.
**Attainable**: Allocate time each week to document and refine the process maps.
**Relevant**: This will provide clarity and improve onboarding for new team members, ensuring smooth production deployment.
**Time-sensitive**: Finish the process maps within the next two months.

**Implement Automated Testing for Data Conversion**:
**Specific**: Develop and integrate automated testing scripts for the data conversion program.
**Measurable**: Ensure 100% coverage of critical conversion scenarios.
**Attainable**: Use existing tools and frameworks to create the tests.
**Relevant**: This will improve the reliability and accuracy of the data conversion process in production.
**Time-sensitive**: Implement and validate the automated tests within the next six months.

**Coordinate with Development Team for Production Readiness**:
**Specific**: Establish a regular communication schedule with the OutSystem Development team to ensure data needs are met.
**Measurable**: Hold weekly meetings and track data loading progress.
**Attainable**: Use project management tools to facilitate communication and tracking.
**Relevant**: This will ensure that the development team is supported and production deployment is smooth.
**Time-sensitive**: Implement this coordination process within the next month.

## What are your goals? What would you like to accomplish in the next 2 years? Goals over the longer term can be more aspirational.

Employee Evaluation

Response:

- **Become a Cloud Engineer/DevOps Engineer**:
  - **Specific**: Obtain certifications in cloud platforms such as AWS, Azure, or Google Cloud, and gain hands-on experience with DevOps tools and practices.
  - **Measurable**: Achieve at least two major cloud certifications and complete three significant projects involving cloud infrastructure and DevOps automation.
  - **Attainable**: Allocate dedicated time each week for studying and practical application, and seek mentorship from experienced professionals in the field.
  - **Relevant**: This aligns with my career aspirations and the growing demand for cloud and DevOps expertise in the industry.
  - **Time-sensitive**: Accomplish these certifications and projects within the next 18 months.

- **Develop Leadership Skills**:
  - **Specific**: Participate in leadership training programs and take on more responsibilities within the team.
  - **Measurable**: Complete at least two leadership courses and lead three major projects.
  - **Attainable**: Seek opportunities for training and mentorship, and actively volunteer for leadership roles.
  - **Relevant**: This will prepare me for future leadership positions and enhance my ability to guide and support my team.
  - **Time-sensitive**: Develop these skills over the next 24 months.

### Process Maps: Please list the names of all process maps in the iGrafx platform that relate to your specific role. If applicable, please list the names of process maps that relate to your specific role which have yet to be created, so that you get credit for these as well.

Employee Evaluation

**Response:** N/A

## Additional Feedback

### Additional Feedback: Please feel free to tell us what else you would like us to know about your role in the company, or anything else on your mind.

Employee Evaluation

**Response:**