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Software Engineer

Manager: Arjay Gallentes

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:

I was hired as a Software Engineer but for the mean time, I am currently assigned to the AUC Automation Team, where my primary responsibility is automating test cases provided by the AUC QA Team. These test cases are primarily part of the regression suite, but I also occasionally work on PBIs where I create both the test cases and the corresponding automation scripts based on the acceptance criteria.

We use Testim as our main automation tool. It provides predefined steps for common actions, but for more complex or unsupported scenarios, I write custom use cases using JavaScript within Testim's built-in editor. This allows me to maintain flexibility and precision in the test coverage of my automated scripts.

In addition to script development, I take ownership of maintaining and updating my automated scripts. Since the application's UI changes frequently, I regularly execute my test cases and make necessary adjustments to ensure they remain stable and reliable during integration and execution phases.

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:

AUC Automation Process

Note: No formal process map currently exists.

1. Automating Test Cases in the Regression Suite

1.1 Test Case Selection

At the start of each sprint, I review both the regression suite and the application to identify which test cases are suitable for me to automate. Previously, we posted our selected test cases in the AUC Automation channel, but we now use an Excel tracker that lists all regression test cases along with their automation status and assignee. I assign my name to the test cases I choose to automate.

1.2 QA Activity Setup in Azure DevOps (ADO)

For each selected test case, I create a QA Activity in ADO using the naming convention provided by our team leads (e.g., 920 | UAT | REP | ADD). Under each QA Activity, I create the following standard tasks:

- Requirement Study

- Automation Design/Strategy
- Actual Automation Development
- Automation Execution and Testing

1.3 Task Execution and Status Updates

Once the QA Activity is created, I set its status in ADO to **In Progress** and update the automation status in both the regression suite and the Excel tracker.

a. Requirement Study

I review the test steps, consult with QA colleagues for clarification, and explore the application UI. After completing this step, I log the time spent and mark the task as **Done**.

b. Automation Design/Strategy

I plan the validations and determine whether to use predefined steps or custom JavaScript actions in Testim. Once finalized, I log the time and mark the task as **Done**.

c. Automation Development

I create a new test in Testim, follow the naming conventions, and organize it in a dedicated folder. I record actions and write JavaScript code for complex steps or validations, often using available AI tools to assist. I then log the time spent and mark the task as **Done**.

d. Automation Execution and Testing

I run the script under various scenarios, including both valid and invalid inputs. Based on the results, I make any necessary updates. Once the script passes, I take a screenshot, attach it to the discussion, log the time, and mark the task as **Done**.

1.4 Final Updates

After completing all tasks, I mark the QA Activity in ADO as **Done** and update the test case status in both the Excel tracker and the regression suite to **Automated**.

2. Automating Test Cases for Assigned PBIs

2.1 Generation of Test Case

If no existing test case is available, I generate one using AI tools by prompting based on the acceptance criteria. I then review and revise the generated test case as needed.

2.2 QA Activity Setup in Azure DevOps (ADO)

I create a QA Activity in ADO using the naming convention (e.g., [PBI ID Number] [Test Case Name]) and include the same standard tasks as in regression suite automation.

2.3 Task Execution and Status Updates

I follow the same task flow as described in section 1.3, starting with setting the QA Activity to **In Progress** and completing each task sequentially:

- Requirement Study
- Automation Design/Strategy
- Actual Automation Development
- Automation Execution and Testing

Each task is logged with time spent and marked as **Done** upon completion.

2.4 Final Updates

Once all tasks are completed, I mark the QA Activity in ADO as **Done**.

3. Script Maintenance

3.1 Run Scripts Regularly

- I run all of my combined automated test scripts locally once a week or at the end of each sprint.

3.2 Review Failures

- I review any failed scripts and take note of the errors.
- I assess whether each issue is a simple fix or requires a more complex solution.

3.3 Take Action

- For simple fixes, I update the scripts directly.
- For complex issues, I create a new QA Activity in ADO to track and manage the necessary updates.

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, I set a personal goal of producing **at least 15 automated test scripts per sprint** . I track not only the quantity but also the **quality and reliability** of these scripts. One of my key performance indicators is the **number of scripts that pass during local executions**, which helps me ensure that the automation is stable and aligned with the expected behavior of the application.

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

Employee Evaluation

Response: Our automation team previously held **weekly meetings** where each member reported the status of their automation tasks—what had been completed, what was in progress, and any blockers encountered. This helped ensure transparency and alignment across the team.

Also, when my team lead began integrating our automated test scripts, I also started providing **direct updates** on the progress of my script maintenance. I would share the **folder links** containing the updated scripts to keep him informed and ensure smooth integration.

Currently, we have **bi-weekly meetings**, and we're encouraged to use **face-to-face conversations or chat** to provide timely updates on our progress. This flexible communication approach helps maintain continuous visibility and quick feedback loops.

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: **Process Improvement: Streamlining QA Activity and Task Creation in Azure DevOps**

a. Description of the Improvement

In our standard process for creating QA Activities and tasks in Azure DevOps (ADO), we follow a predefined naming convention. While this ensures consistency, the manual setup of each activity and its associated tasks was time-consuming and repetitive.

To address this, I identified the repetitive patterns in our QA Activity and task creation process and explored ways to automate it. With a colleague's suggestion, I tested the **bulk import feature in ADO**, which allows multiple work items to be created at once using a structured file.

After successfully testing the feature, I did the following:

- Created a **reusable Excel template** that aligns with our naming conventions.
- Documented the entire process, including:
  - Required fields
  - Formatting rules
  - Step-by-step instructions for importing into ADO
- **Shared the documentation** with the team via our channel to encourage adoption.

This improvement has significantly reduced the manual effort and time required to set up QA Activities and tasks, while also promoting consistency across the team.

b. Action Steps (Already Completed)

Identified repetitive setup patterns in QA Activity and task creation.
Explored and tested ADO's bulk import functionality with sample data.
Created a reusable import template aligned with team naming conventions.
Documented the process clearly, including required fields, formatting rules, and import steps.
Shared the documentation with the team through our AUC Automation channel.

Next Steps

- Conduct a short walkthrough or demo during a team sync or technical sharing session.
- Collect feedback from teammates to refine the template or documentation further.

Dependencies

- Changes on standard naming conventions across the team.
- Team members' willingness to adopt the new process.

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

Employee Evaluation

Response:

Suggested Improvement: Contributing to Team Documentation

During one of our team meetings, I suggested to our team leads that we could take on additional responsibilities—specifically, assisting with documentation efforts for the automation team. The goal was to help distribute the workload and ensure that our processes and standards were well-documented for consistency and future reference.

As a result of this suggestion, our team lead give us an opportunity to become contributors to the **AUC - QA Automation Guideline**. This allowed us to:

- Actively participate in shaping and maintaining our team's documentation.
- Share insights and best practices based on our hands-on experience.
- Promote knowledge sharing and alignment across the team.

This initiative not only improved the quality and accessibility of our documentation but also encouraged greater ownership and collaboration within the team.

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 improvement opportunity to make my role more efficient is to **create a centralized documentation of all generated use case codes**. This would serve as a reference library for previously automated scenarios, making it easier and faster to locate and reuse scripts when similar test cases arise in the future.

Benefits:

- Reduces time spent re-creating scripts for recurring scenarios.
- Promotes consistency in automation approaches.
- Helps onboard new team members by providing ready-to-use examples.

Action Steps:

Organize existing scripts by feature or module. **Document each use case** with a brief description, the

related acceptance criteria, and any custom logic used. **Store the documentation** in a shared, easily accessible location (e.g., SharePoint or Confluence). **Update regularly** as new scripts are created or existing ones are modified.

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

Employee Evaluation

Response:

Suggested Improvement: Collaborative Debugging for Script Optimization

During the time when my team lead integrates all of our automated test scripts and run it, he reached out to me regarding the long run time of one of my automated test scripts. After receiving suggestions and learning that another team member had encountered a similar issue, I proposed that we collaborate to share insights and resolve the problem more efficiently. My team lead supported the idea and posted the concern in our team channel to encourage input.
I then reached out directly to my teammate, and we worked together to analyze and optimize the script. With their help, I was able to significantly reduce the run time of the test script.
This experience not only resolved a technical issue but also fostered a stronger culture of collaboration within the team. Because of that, I've felt more comfortable reaching out to others for feedback, and I've noticed that my teammates have become more open to sharing their own challenges in our channel. This has led to more frequent knowledge sharing and a more supportive, solution-oriented environment.

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:

SMART Goals (Next 6 Months)

Automate 100 Regression Test Scripts

- Specific: Increase automated test scripts from the regression suite per sprint.
- Measurable: Complete at least 100 automated test scripts.
- Attainable: Based on every sprint capacity, this is achievable.
- Relevant: Supports the team's goal of completing and maintaining a robust and scalable regression suite.
- Time-bound: Target completion within the next 6 months.

Create Centralized Documentation for Use Case Code Snippets

- **Specific**: Build a shared, searchable document or repository containing reusable automation code snippets.
- **Measurable**: Include at least 20 documented use cases with descriptions and code samples.
- **Attainable**: Can be developed incrementally alongside automation task per sprint.
- **Relevant**: Helps reduce duplication, improves onboarding, and promotes consistency.
- **Time-bound**: Complete and share the initial version within 3 months, with ongoing updates through month 6.

Complete JavaScript Course on Udemy

- **Specific**: Finish the JavaScript course currently enrolled in on Udemy.
- **Measurable**: Complete 100% of the course content and exercises.
- **Attainable**: Allocate regular weekly time for learning (e.g., 1–2 hours/week).
- **Relevant**: Enhances scripting skills for Testim and custom automation logic.
- **Time-bound**: Finish the course within 3 months.

Share Technical Knowledge within the team

- **Specific**: Facilitate or participate on a knowledge-sharing session on a topic like Testim best practices, JavaScript tips for automation, or bulk importing QA tasks in ADO.
- **Measurable**: Deliver at least 1 session to the team.
- **Attainable**: Suggest it to the team lead to allocate time for this in every meeting.
- **Relevant**: Encourages team learning and strengthens your leadership and communication skills.
- **Time-bound**: Complete by the end of the next quarter (within 3 months).

Improve Script Execution Efficiency

- **Specific**: Identify and optimize at least 10 existing automated test scripts with long run times.
- **Measurable**: Reduce execution time by at least 20% per script.
- **Attainable**: Can be developed incrementally alongside automation task per sprint.
- **Relevant**: Enhances test suite performance and reliability.
- **Time-bound**: Complete within the next 4 months.

Refresh and Strengthen C# Development Skills

- **Specific: Review and practice C# programming to maintain and improve proficiency developing application using this programming language.**
- **Measurable: Complete at least 3 C# mini-projects or exercises (e.g., a console app, a simple API, or a test automation utility).**
- **Attainable: Allocate 1–2 hours per week for focused C# practice using online resources or tutorials.**
- **Relevant: Enhances my versatility as a Software Engineer and prepares me for future tasks that may involve developing back-end application using C#.**
- **Time-bound: Achieve this goal within the next 4 months.**

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

Response: **2 Year Career Goals**

In the next 2 year, I see myself continuing to grow and mature in the field of software engineering. I want to deepen my technical expertise—not just in automation, but also in broader areas like front end and backend development. I aim to become more confident in writing clean, efficient, and scalable code across different tools and technologies.

Beyond technical growth, I also aspire to take on a more active role in mentoring others. I want to be someone my teammates can rely on for guidance, whether it's helping them understand a process, reviewing their code, or sharing best practices. I believe that mentoring is not only a way to give back but also a powerful way to reinforce and expand my own knowledge.

Ultimately, my goal is to earn the title of **Senior Software Engineer**—not just in title, but in capability, mindset, and impact. I want to be recognized as someone who contributes meaningfully to the team's success, drives improvements, and helps shape the direction of our work.

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: Currently, the following processes are actively performed by the AUC Automation Team but do not yet have official process maps. These can be proposed for future documentation:

Automating Test Cases in the Regression Suite

This process involves selecting, developing, and executing automated test scripts for test cases included in the regression suite. It includes QA Activity setup in Azure DevOps (ADO), task breakdown, and status tracking.

Automating Test Cases for Assigned PBIs

This process covers the creation and automation of test cases based on the acceptance criteria of assigned Product Backlog Items (PBIs). It includes test case generation (often using AI tools), QA Activity setup, and script development.

Script Maintenance

This process ensures the reliability of automated test scripts by regularly executing them, reviewing failures, and updating scripts as needed. It includes identifying whether fixes are simple or complex and creating QA Activities for more involved updates.

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: