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| Name: | Bulbul Ahmed | Job Title | Senior Software engineer |
| Supervisor: | Shafiqul islam | Evaluation period: | 01 jan 2015 to 31 dec 2015 |

**Instructions:**

Effective evaluation of job performance is an on-going process. Annually each manager or supervisor provides a summary of progress toward meeting job expectations and last year’s goals. This form is to be used for annual evaluations, and at other times during the year when formal feedback is needed.

**Part I – Job Success Factors**

These include knowledge, skills and basic competencies. Rate each factor based on performance during the period identified above.

**Part II – Goals from last year or last evaluation period**

Rate the progress made on each of the goals established at the beginning of the period. If no goals had been explicitly stated before then the goals are based on job description/expectations.

**Part III – Goals for this coming year or evaluation period**

Enter the performance goals for the next period to be evaluated.

**Part IV – Professional Development Plan**

Enter any actions that will be taken by the employee or manager to support the goals indicated in Part III above, or specific job success factors in Part I. The plan may include individual initiatives, career growth, job mastery, or actions to correct performance

**Rating Scale:**

5 (E) **Exceptional**

Performance far exceeded expectations due to exceptionally high quality of work performed in all *essential* areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of a project or the company. This rating is achievable by any employee though given infrequently.

4 (EE) **Exceeds expectations**

Performance consistently exceeded expectations in all *essential* areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

3 (ME) **Meets expectations**

Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

2 (I) **Improvement needed**

Performance did not consistently meet expectations – performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.

1 (U) **Unsatisfactory**

Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.

**Part I. Job Success Factors**

Factors Rating Comments

|  |  |  |
| --- | --- | --- |
| **1. Competence and problem solving**  Understands duties and responsibilities, has necessary technical skills, is in command of critical issues; anticipates and prevents problems, overcomes obstacles, generates alternative solutions, helps solve team problems. | 3 (ME) |  |
| **2. Planning and organizing**  Achieves project plans within timelines and resources; scopes, plans and schedules work; sets priorities and goals; anticipates and adjusts for problems; evaluates workloads; measures and evaluates performance against goals. | 3 (ME) |  |
| **3. Communication**  Has good listening skills, builds strong relationships, connects with peers, subordinates and customers, clearly and effectively shares information, demonstrates effective oral and written communication skills, actively listens and handles constructive criticism. | 3 (ME) |  |
| **4. Decision making**  Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions. | 3 (ME) |  |
| **5. Initiative**  Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development. | 3 (ME) |  |
| **6. Commitment**  Committed to the success of the project and the company; honors commitments & schedules; dependable by peers and management. | 4 (EE) |  |
| **7. Quality improvement**  Strives for efficient, effective, high quality performance; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements. | 3 (ME) |  |
| **8. Leadership and integrity**  Accepts responsibility for own work; develops trust and credibility; acts with high ethical standards; demonstrates exemplary behavior (attendance, work ethics, supportiveness etc.). | 3 (ME) |  |
| **9. Teamwork**  Cooperates and collaborates with colleagues as appropriate; works in partnership with others. | 4 (EE) |  |
| **10. Service focus**  Values the importance of delivering high quality service to internal and external clients; understands the needs of the client; customer service focus; shares accountability for results provided. | 3 (ME) |  |
|  |  |  |
| **11. Adaptability**  Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs. | 4 (EE) |  |

**Part II – Last Period’s Goals**

Goal Rating Comments

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| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| **Summary evaluation (based on Parts I and II)**  Summarize employee’s performance over this period.  **I have tried to deliver quality and perfect solutions to the client throughout the evaluation period. In addition, almost all the cases I could meet the deadlines. I think I could meet the expectations in almost all the job success factor. In some of the job success factor, I think I could exceed the expectation.**  **For the job success factors like Communications, Initiatives and Decision-making, I was not enough proactive. Still I think I could meet the expectations for mentioned job success factor. I will try to be more proactive this year.** |

**Part III – Next Period’s Goals**

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| 1. Communications  Measure of success: Effective Interactions with the clients and team members. Also feedback from managers. |
| 2. leadership and integrity  Measure of success: Successful project development and managers feedback. |
| 3. Skills in English Language  Measure of success: Effective Communications with the clients and team members. Also feedback from managers. |
| 4. Advance level knowledge in web technology and Scala.  Measure of success: Certification and Implementation of the knowledge in project |

Progress toward meeting these goals will be reviewed at the time of the next evaluation.

**Part IV. Professional Development Plan**

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| **I would be more proactive to overcome the lacking of communications, English skills. I would try to overcome the lacking by self-development.**  **I also expect regular guideline and feedback from my managers.** |

Signatures:

**Employee**:\_\_\_\_\_\_\_\_\_Bulbul Ahmed\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_19/Jan/2016\_\_\_\_\_\_\_\_\_\_\_\_

My signature indicates that I have received a copy of this evaluation.

**Manager/supervisor**: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The employee being evaluated is to receive a copy of the completed evaluation form and one copy shall be placed in the personnel file.*