Performance Review

**Employee:** Sairaja Challagulla

**Job Title:** AWS Engineer

**Review period start:** 01/01/2018  
**Review period end:** 09/30/2018

**Client: CATERPILLAR**

**Reviewer:** Ramu Venigandla

Competencies:

**Communications 4.50 Exceeds requirements**  
Mr. Challagulla displays very good verbal skills, communicating clearly and concisely. He exhibits good listening skills and comprehends complex matters well. His written communications skills meet the requirements of his position, and he keeps others adequately informed. He is very professional.

**Managing People 4.20 Meets requirements**  
Mr. Challagulla provides clear direction and has little problem gaining compliance from others. He provides consistent, valuable performance feedback, and he dedicates considerable effort to developing the skills of his subordinates. Mr. Challagulla includes subordinates in most planning, and he takes responsibility for his subordinates' activities

**Teamwork 4.50 Exceeds requirements**  
Mr. Challagulla gives candid, constructive feedback to team members and, in turn, actively requests feedback from them. He is a leader in building a strong team spirit and identity. All his actions are directed toward the success of the team over his own interests. He exhibits a high degree of openness and objectivity to the views of others. Mr. Challagulla has been able to balance the needs of the team with his individual responsibilities.

**Technical 4.70 Exceeds requirements**  
Mr. Challagulla has given critical inputs to projects at several occasions and solved complex problems. He keeps up latest technologies and keen on learning new skills. Mr. Challagulla always responds to clients needs and his analysis and forecasting are accurate and effective.

**Time Management 4.00 Meets requirements**  
Mr. Challagulla actively uses delegation to better manage the workload of his organization. He usually assigns tasks to people based on their skills, experience, strengths, and limitations. However he has to schedule all his appointments in contact manager program and keep it updated. Mr. Challagulla has to keep a close eye on his deliverable schedules and plan accordingly.

**Customer Focus 4.70 Significantly exceeds**

Demonstrates clear understanding of customer needs; embrace customer feedback to ensure processes and actions meet customer needs; takes action to identify, analyze and improve the way he works with customers.

**Reporting 4.00 Meets requirements**

Mr. Challagulla can improve his reporting habits better by sending his weekly status reports and timesheets on a regular basis. He needs to respond immediately when someone is trying to reach him.

**Ethics and Values 4.80 Significantly exceeds**

Adheres to an appropriate set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others. Accepts constructive feedback and suggestions and incorporates them into subsequent behavior and performance.

**Overview:**

**Goal:** Improve Time Management & Reporting  
**Description:** Try to schedule all of your appointment in the contact management program and keep it updated.   
**Measurement:** Weekly updates of contact manager's calendar and status reports.  
**Rating: 4.5**

Summary:   
Mr. Challagulla is a good at managing team and an excellent team player. Mr. Challagulla played an important role as a team member in many projects and received appreciation from clients for his technical abilities.

Plans for Improvement:   
Mr. Challagulla has to respond quickly and send his weekly status reports and timesheets in a timely manner.

Purpose:

This Performance Review may be used in part or in full but not limited to as a tool for bonus payout, salary review, promotions, allocating additional work or responsibilities.

**EMPLOYEE ACKNOWLEDGMENT:**  
I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature Sairaja Challagulla Date 09/30/2018

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 09/30/2018   
 Ramu Venigandla ( President)

**Performance Factors**

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| **Rating Definitions** | |
| Not applicable | Competency does not apply for this employee. |
| (Below 3) Does Not Yet Meet | This employee is lacking substantial skills to meet minimum requirements for this category. |
| (3.1 – 3.5) Partially Meets | The employee has some skills in this category, but does not yet meet standard expectations. |
| (3.6 – 4.0) Meets Requirements | The employee is competent in this category and meets standard expectations. |
| (4.1 – 4.5) Exceeds Requirements | The employee exceeds the standard expectations in this category. |
| (4.6 – 5.0) Significantly Exceeds | This employee possesses superior skills or knowledge in this category. |

Cc: