# PMS -2019-2020

## Sumanta Mukherjee, Associate DB Architect

**Effective date** 08/01/2020

## Review Summary

## Contributors

- Sumanta Mukherjee, Employee - Due: 09/07/2020
- Dilip Kumar, Manager - Due: 09/15/2020

## Instructions

Hello All, Welcome to the annual review cycle of 2020! It's time, once again, for annual performance reviews to be completed. Annual performance reviews are a culmination of the year long dialogue with your manager. The review are another opportunity for you and your manager to discuss your strengths and/or areas of improvement related to both position-specific responsibilities, general performance, and set goals for the coming year.

## Ratings

|  | Employee Rating | Manager Rating |
|---|---|---|
| **Competencies** | **4.00** Exceeds Expectations | **2.60** Successful Performance |
| **Overall Rating** | **4.00** Exceeds Expectations | **2.60** Successful Performance |

## Final Score

**Score:**

## Signatures and Final Comments

**Sumanta Mukherjee**, Employee     No comments are available.

**Dilip Kumar**, Manager     No comments are available.

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## Competencies

### Section Ratings

| Employee | Manager Rating |
|---|---|
| **4.00** Exceeds Expectations | **2.60** Successful Performance |

### Rating Scale

| | Title | Description |
|---|---|---|
| 1 - | **Unsatisfactory** | Work performance is inadequate for the standards of performance for the position. Coaching and/or performance improvement plan is immediate and necessary. |
| 2 - | **Opportunity for Improvement** | Meets most expectations. Falls slightly short of required performance through lack of skills, efforts or results. |
| 3 - | **Successful Performance** | Consistent achievement in accomplishing objectives appropriate to a high-performance environment. Sometimes exceeds expectations. Completely knowledgeable in his/her job. Achieves goals, objectives, deadlines and job requirements. |
| 4 - | **Exceeds Expectations** | Performance is always above job expectations. Employee makes a significant contribution to department and shows initiative. Minimal to no supervision is required. Others ask him/her for help and advice. |
| 5 - | **Outstanding Performance** | Employee's performance dramatically and consistently exceeds expectations in ALL areas of responsibility and objectives. Demonstrates exceptional achievement and has made major contributions to the effectiveness of the department and/or company. |

### Competency Ratings Competency Comments

1. **Collaboration/Relationship Building**      Competency Weight   **20%**
   Takes primary ownership for the relationships and collaboration with team members within the company (peers, subordinates, and managers); participates in joint goals and projects; avoids playing politics and respects and values others'

differences; thoughtful and active contributor in meetings.

| Type | Interpersonal |
| --- | --- |

**Sumanta Mukherjee** , Employee

**5 - Outstanding Performance**

I have generally tried to understand other's problems and tried to give constructive criticisms/suggestions.
Since there has been no joint projects do difficult to assess further.

**Dilip Kumar** , Manager

**3 - Successful Performance**

Sumanta has good interaction with the team members, he approaches them for help as and when required to unblock himself.  For PostGIS compilation he interacted with the other team and got the issues resolved.

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2. **Communication Skills**                                    Competency Weight    **20%**

Clearly articulates information verbally and in writing; adjusts own communication style for different people and situations; participates in open exchange of ideas; listens to understand needs and concerns; communicates openly and honestly; gives undivided attention.

| Type | Interpersonal |
| --- | --- |

**Sumanta Mukherjee** , Employee

**5 - Outstanding Performance**

I can and have generally been able to communicate clearly both orally and more so in writing.
As an example there was a customer escalation where I handled the whole problem in absence of the primary actor during the problem.

**Dilip Kumar** , Manager

**3 - Successful Performance**

He has good verbal/written communication skills.  Sometimes his documents are very detailed and explanatory for example parallel backup analysis of SQLServer and Oracle.  He needs to timely update the JIRA tickets with the detailed and clear explanation about his finding as well as the suggestions given by others.  He needs to be more regular in the team meetings.

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3. **Functional/Job Knowledge**                               Competency Weight    **20%**

Proficient with the key skills required to perform job; demonstrates practical and technical knowledge and effectively transfers/shares knowledge to others; keeps focused on moving towards goal; follows through and redirects efforts if necessary; demonstrates competence and credibility in area of responsibility.

| Type | Functional |
| --- | --- |

| | |
|---|---|
| **Sumanta Mukherjee** , Employee<br><br>**3 - Successful Performance** | I am still learning the ropes of database internals and so I am trying to get a better foothold as much as possible. |
| **Dilip Kumar** , Manager<br><br>**2 - Opportunity for Improvement** | Sumanta has very good theoretical knowledge of algorithms and their usage. But being one of the senior members of the team he needs to learn more about database design/concepts and Postgres design/code.  He also needs to enhance the debugging skills which will help him to resolve his day to day issue faster. |

4. **Internal/External Customer Focus**                    Competency Weight   **20%**

If employee does not have external customers, please consider who their internal customers are.

Takes consultative approach to ensure best solution for the customer; can clearly articulate who your customers are; demonstrates attentiveness and responsiveness to your customer's needs; follows up with customers to ensure that solutions are meeting their needs; changes and adapts work processes to meet changing customer demands.

| | |
|---|---|
| Type | Business and Organization |
| **Sumanta Mukherjee** , Employee<br><br>**4 - Exceeds Expectations** | not too many customer escalations have come across though I started with a customer problem and pinpointed the problem arising between different versions of the advanced server. |
| **Dilip Kumar** , Manager<br><br>**3 - Successful Performance** | Sumanta has worked on some of the escalation and identified the issue.  But being a senior member he needs to be more proactive in picking the escalations. |

5. **Results Orientation**                    Competency Weight   **20%**

Being persistent and showing perseverance on achieving concrete and tangible results out of personal responsibility; getting optimum results from situations and being ready to take action and show tenacity in case of obstacles or resistance.

Holds self accountable for achieving timely results; has continuous mastery of objectives and goals; demonstrates positive sense of urgency; pays close attention to detail; makes a personal commitment to achieving goals.

| | |
|---|---|
| Type | Intrapersonal |
| **Sumanta Mukherjee** , Employee | I am trying to understand the whole system |

| | |
|---|---|
| **3 - Successful Performance** | and would need to work on the whole flow though I think there is scope for improvement. |
| **Dilip Kumar** , Manager<br>**2 - Opportunity for Improvement** | Sumanta has been involved in multiple work items but I think he needs to focus more on end results and deliver them on time. |

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# Open Ended Questions

## Instructions

Questions 1 - 5  are for Employee's self review.
(Managers - please list 'n/a' in comments section.)

Questions 6 - 8 are for managers to complete.
(Employees - please list 'n/a' in the comments section)

## Questions and comments

1. **1. (For employee) Describe at least three of your most important contributions during the past year and why they were important: - Document evidence on minimum 3 major goals achieved for the year**
   Required

   | | |
   |---|---|
   | **Sumanta Mukherjee** , Employee | I have joined towards the end of March so I have not completed the full year. In that case I will only document the goals that I have achieved.<br>a. I successfully completed the comparison of SQL server, oracle and DB2's feature set for custom compression and backup.<br>b. I have checked in the code which needed support for enhancements in pg_catcheck.<br>c. Found out the incompatibilities in version 9.4/9.5 in EDBAS server for postgis and fixed. |
   | **Dilip Kumar** , Manager | NA |

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2. **2. (For employee) Describe at least three job related strengths you exhibit on a**

**regular basis, and why they are central to your role:**
Required

**Sumanta Mukherjee** , Employee

a. Methodical : I try to be slow steady and methodical instead of trying to break things as postgresql is a large system with too many quirks
b. Try to document as much as possible, this is necessary for anybody trying to work on this in future.
c. Looking at the big picture and trying to do it in a alternative way and thinking and designing before coding.

**Dilip Kumar** , Manager

NA

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3. **3. (For employee) How can your manager best support you in your experience at EDB**
Required

**Sumanta Mukherjee** , Employee

My manager needs to understand in the global picture of the pain points of the customers and the limitations of the tools. He also needs to understand what kind of systems could people need in the next 5 years. I think that is necessary to provide vision and that is necessary for him to support me.

**Dilip Kumar** , Manager

NA

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4. **4. (For employee) List 2-3 ideas/topics you would like to discuss during your Performance Review.**
Required

**Sumanta Mukherjee** , Employee

I would have wanted to discuss the points that I have raised in 3. but I know it might be difficult for him to address these issues.

**Dilip Kumar** , Manager

NA

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5. **5. (For employee) Professional Development - please list anything that would contribute to your professional and personal growth**

**Sumanta Mukherjee** , Employee

n/a

**Dilip Kumar** , Manager                              NA

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6. **6. (For manager) Describe at least three of the employee's key responsibilities of their role during the past year and why they were important**
Required

**Sumanta Mukherjee** , Employee          n/a

**Dilip Kumar** , Manager                   Sumanta has been involved in below work items

      1. Catcheck improvement  - Completed

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      2. Parallel backup analysis for SQL server and ORACLE.

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      3. Review heap checker contrib

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      4. Last DDL time - In progress

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7. **7. (For manager) Describe at least three job related strengths this employee exhibits on a regular basis, and why they are central to their role**
Required

**Sumanta Mukherjee** , Employee          n/a

**Dilip Kumar** , Manager                   - Very good in documentation as he has prepared a parallel backup comparison document.
- He has very good algorithm knowledge.

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8. **8. (For manager) Describe areas for continuous growth and improvement related to employee's current job activities**
Required

**Sumanta Mukherjee** , Employee          n/a

**Dilip Kumar** , Manager                   Being a senior member of the team is

expected to independently finish assignments on time.  Proactive on the customer escalation, quality review of design/code and helping other junior team members in resolving their issues.

# Overall Comments

## Instructions

This comment is for any other feedback you wish to provide. It may be further clarification on goals and competencies or it may be something unrelated that you just want to make sure is included. This comment will be viewable as part of the approved review.

## Comments