

2016 New Hire Performance Review for Dinesh D



Employee Instructions

New hire reviews are designed to allow employees, who have recently joined Quintiles, to fully participate in the performance review process without being formally rated. As a new hire your primary focus is to transition into your role and responsibilities and to build internal networks. It is important that you have the appropriate amount of time to learn about the organization and integrate with your group before you are fully evaluated on your performance.

Please note: New hires must have a minimum of one goal to complete the year end performance process. Weightings must total 100%.

Employee Performance Goals: Review your performance goals, competencies and weightings to ensure accuracy.

Employee Comments: Use this field to capture your comments for each performance goal, making sure to capture what you have achieved and how you have achieved it by using our Leadership Competencies. For further information regarding our competencies as well as how to capture your comments, please [click here](#).

Signatures: When you are finished inserting your comments, please forward this information to your manager for review. Your manager will send the form to the system administrator and forms will later be returned to first line manager for signature. Managers should then schedule the performance review with the employee, where the two will discuss the review and development information in detail. After the review, employees will be asked to sign the review form.

General Information

Last Name: D
First Name: Dinesh
Title: Sr DBA
Employee ID: 801379
Job Code: 31_Sr DBA_16924
Manager: James McSkimming
BU: IND07 - India - Business Support
SBU: 601
Location: QBAN
Hire Date: 10/12/2016

Review Information

Originator: Perf Mgmt Admin (SYSADMIN)
Review Period: 01/01/2016 - 12/31/2016
Due Date: 01/31/2017

Employee Performance Goals

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2.1

Category: Employees

Goal Name : Support the rota team

Start : 01/02/2016

Weight : 20

Milestones :

Goal Description : - As the organisation changes we need to ensure we meet all our commitments including rota support

- Work with Senthil on the support requirement required

Due : 12/31/2016

- Help with onboarding of Ram

Metric :

% Complete : 0.0%

3.1

Category: Customers**Goal Name :** Safety projects support**Start :** 01/02/2016**Weight :** 70**Milestones :****Goal Description :** - Assist the project team in all aspects of the projects assigned to DBA services

- Supply clones/refreshes for the safety teams

Due : 12/31/2016

- Advise the rota DBAs when Safety issues occur and report any problems to the support leads, Linda/Neil

Metric :**% Complete :** 0.0%

4.1

Category: Productivity/Cost/Processes**Goal Name :** Provide professional system to monitor ALL DataGuard replicas**Start :** 01/02/2016**Weight :** 10**Milestones :****Goal Description :** - Provide regular support

- Summarise any issues to Manager and inform primaries of issues

Due : 12/31/2016

- Keep report up to date, adding/removing envs where necessary

Metric :**% Complete :** 0.0%

Employee Comments

[A spell check and legal scan](#) are provided to help check the appropriateness of words.

Section Comments:**Comments by Dinesh D:**

* The quality of the work I produce is at the highest level. Finished products are usually error-free, thus avoiding costly reprints and time delays.

* supporting Rota team in all accepts and taking additional responsibilities.

* Monitoring all alerts that are coming from OEM,SPLUNK and ORION and other monitoring tools and taking action asap.

* Coordinating with customer and providing the solutions in timely manner

* Coordinating with senthil and covering shifts with Rota team, due to short of resource

* Helped with Ram for onboard

* Taken responsibility to do flex clone and refreshes of all safety databases.

* Provided key notes and additional information to Rota team to work on safety lower environments and helping the team on 24*7

* Working on all major BMS PROD releases and completing the work on time with perfection

* Got the Bravia Award for completing BMS prod release on NOV 2016

* Communicating the issues and reporting any problems to Safety leads on time

* Monitoring all DG reports and taking action asap

* To have additional eye on standby report, have given the KT to new folks Bhasker and Ram.

* I adhere to company policy

* I have excellent relationships with our clients and vendors and am working to have the same with my co-workers and supervisor.

* I appreciate the opportunity for this performance review and the support and direction my supervisor has given this year. I look forward to working with my supervisor and at this company for many years to come.