# Introduction to the Review Process

## Overview of the Review Timeline:

* Our review process is conducted semi-annually, with the first review typically occurring in August. You will receive an email notification prompting you to participate in this semi-annual review.
* The year-end review, which is the one we are currently undertaking, is another critical component of our performance assessment process.

## Understanding the Rating System:

* Ratings are assigned during both the mid-year and year-end reviews. It's important to note that while mid-year ratings are provided, they hold less significance compared to the year-end ratings.
* A rating of "3" is standard and indicates satisfactory performance, meeting the expectations set for your role. This rating should not be viewed negatively; it signifies that you have competently fulfilled your responsibilities.
* Ratings of "4" and "5" denote above-average and exceptional performance, respectively. These higher ratings are less common and reflect significant achievements and contributions beyond typical job requirements.
* Our goal is to ensure a fair and reasonable distribution of ratings across the organization, with the majority of ratings being "3s", and a smaller proportion receiving "4s" and "5s".

## Specific Goals for This Meeting:

* **Feedback:** In addition to discussing the review process and ratings, the purpose of this meeting is to provide targeted feedback on your performance over the past three months.
* **Identify areas of Improvements:** We will identify areas of opportunity where we can collaborate to enhance your productivity and efficiency, aiming for continuous improvement in your role.

# Feedback on Performance:

## Vision:

The first few months in any role can feel like drinking from a firehose, and it seems your experience was no exception. Joining us during a transitional phase, you were immediately immersed in a whirlwind of tasks. It's clear that the intensity of the workload pushed you beyond regular office hours. I'm committed to mitigating this as much as possible, though there may be times when it's unavoidable.

Our ambition, shared with Santosh, is to position our team as a leader in technology and analytics strategy. To achieve this, we must ensure that our outputs are not just of exceptional quality but also delivered more swiftly than the norm. This expectation of excellence and efficiency is, I believe, fair. Our compensation reflects the high standards we uphold, and in return, we enjoy considerable autonomy and respect within the organization. This freedom allows us to work on projects that are both impactful and enjoyable. However, this privilege is accompanied by the responsibility to maintain high quality and pace in our work.

If we can deliver that way then we’ll have Santosh’s trust and then we can do things our way. None will stand over our shoudlers and watch over. A lot of this trust was build on past projects (speed and quality).

## Goals:

My goals for your is for you to grow internally within the organization and to start independently and effectively managing project. This will allow you to gain exposure and that’s always good.

## Positive Feedback:

* No surprise you bring great skills to the table, which I was insisted of hiring you
* I really like the type of work you produce
* This though the systems and design was great
* CD forecast design is great
* Mapping of Cash Flow forecast is really coming along
* I cant say I was surprised because

## On area for improvement:

1. **Communication and timeless** – sometimes I was expecting the certain tasks to be completed sooner than they were. I am referring to the coding tasks when we were working in December. I got the say I wasn’t really setting the timeline correctly and its and on me to communicate this. We were also under pressure from the time perspective. Whether that was feasible or not I don’t know. I need to set the expectation on time and it’s on me to tell what I my expectation is and on you to tell me that is unrealistic. I felt that I wasn’t getting that response, so I took a lot of that work on me.
   * **MVP vs Production** – Something production quality is not needed. We need to make something work fast but sacrifice quality. We’ll operate on that premise. If speed is needed, we’ll deliver speed but it will be prototype and not of great quality.
   * **Proactive communication** – If pressed on time we need to communicate more often. I will reach out but I also expect you to communicate what your timeline is. I want this to be more Hey I am going to
2. **Bugs in code** - Attention to detail and code error. I don’t remember exactly but something related to forecast in the class. It was off. We have to minimize this.
   * **Unit test –** Create unit tests. That’s my recommendation but we should not duplicate each other works

This review is a starting point for ongoing dialogue. It's important to continue this conversation to ensure your growth aligns with our team's needs and standards.