

## Employee Performance Review form – 2018

### Employee Information

Employee Name: Keerti Dwivedi  
Designation: Software Developer Trainee  
Department: Software Development  
Date of Joining: 15/Sept/2017  
Appraiser Name:

Date: \_\_\_\_\_  
Date of Last Review: \_\_\_\_\_  
Appraisal Period From: \_\_\_\_\_ to \_\_\_\_\_  
Purpose of Review: \_\_\_\_\_  
Confirmation ☐  
Yearly Review ☐

### PART I – SYNOPSIS OF EMPLOYEE PERFORMANCE AND ACHIEVEMENT DURING LAST TEN MONTH

**Briefly describe the objectives and performance of the employee**

*All objectives should be reasonable and specific. Reasons to be mentioned if not achieved.*

Objective #1	GMS Project	Weightage (Importance)% **: 40
<p>Employees Comment:</p> <ol style="list-style-type: none"> <li>1. Project work given by <b>Prashant Sir</b> and then I Started learning Functionalities of this Project.</li> <li>2. Understanding Project requirement and then implementing in <b>GMS Project</b>.</li> <li>3. Used Web API &amp; Angular JS in this Project</li> <li>4. Learned <b>Db Installer</b> advantages.</li> <li>5. While Working on <b>GMS Project</b>, I learned many things by <b>Prashant Sir</b>. <b>Like: Live Deployment, Web Config, Debugger (Elements, Console, Sources, Network), SQL Server Profiler, Window Service.</b></li> <li>6. <b>Learnt DOM</b> (Document Object Model), <b>DLL</b> (Data Link Library).</li> <li>7. Learnt Server Configuration Knowledge &amp; Website Hosting.</li> <li>8. How to check difference b/w codes using Tools. <b>Like: DiffNow</b> (Compare Files Online)</li> <li>9. <b>IIS</b> (Internet Information Services) Knowledge.</li> <li>10. Learnt Difference between IIS Express &amp; Local IIS.</li> <li>11. WebAPI Testing Tools Knowledge. <b>Like: Fiddler, Postman.</b></li> <li>12. Learnt Project Architecture Knowledge &amp; also learn Difference between <b>Solution V/s Project</b>.</li> <li>13. 3<sup>rd</sup> party Integration (Mobile App)</li> <li>14. Chat App Knowledge.</li> </ol>		
Managers Comment:		
Employees Rating *: <b>4.5</b>		Managers Rating *:

Objective #1	SmartWay Project	Weightage (Importance)% **: 20
<p>Employees Comment:</p> <ol style="list-style-type: none"> <li>1. Project work given by <b>Govind Sir &amp; Ankit Sir</b> and then I Started learning Functionalities of "Smartway Project".</li> <li>2. Created "<b>DbInstaller</b>" first time in SmartWay Project.</li> <li>3. Learnt MVC Architecture &amp; C# .</li> <li>4. Validated many form by Client-Side Validation using jQuery.</li> </ol>		

5. Learnt how to create Tables, & Procedures. 6. Database Backup/ Client Interaction.	
Managers Comment:	
Employees Rating *: <b>4</b>	Managers Rating*:

<b>Objective #1</b>	<b>HRMS Project</b>	Weightage (Importance)% **: <b>10</b>
Employees Comment: <ol style="list-style-type: none"> <li>1. I have just started working on this project opportunity given by <b>Krishan Sir</b> and <b>Sourav Sir</b>.</li> <li>2. Prepare Demo for <b>HRMS Project</b>.</li> <li>3. Now, I am handling HRMS Project single handedly and develop confidence to do Work Independently.</li> <li>4. No doubt my seniors (Prashant Sir, Govind Sir, Ankit Sir) are helping me in whenever I stuck somewhere in Programming and suggests alternatives.</li> </ol>		
Managers Comment:		
Employees Rating *: <b>3</b>		Managers Rating*:

<b>Objective #1</b>	<b>Languages Knowledge/ Database Knowledge/ SQL Profiler/ Project Architecture Knowledge</b>	Weightage (Importance)% **: <b>20</b>
Employees Comment: <ol style="list-style-type: none"> <li>1. MVC Architecture, C#</li> <li>2. AngularJS, JavaScript</li> <li>3. jQuery</li> <li>4. WebAPI, HTML, CSS</li> <li>5. Dapper: Project and Database Connectivity.</li> <li>6. Ajax: use in Project Get data and Send data.</li> <li>7. Learnt Coding Standard, Bugzilla, SVN Checkout, Uses of Camel Case.</li> <li>8. Learnt Differences between (Build, Rebuild, Clean).</li> </ol>		
Managers Comment:		
Employees Rating *: <b>4</b>		Managers Rating*:

<b>Objective #2</b>	<b>Ankh Software/ SVN Checkout/Client Interaction/Server Knowledge/Live Deployment/ Fiddler</b>	Weightage (Importance)% **: <b>10</b>
Employees Comment: <ol style="list-style-type: none"> <li>1) Learnt about Ankh Software</li> <li>2) Live Deployment on Remote Server</li> <li>3) Server Knowledge.</li> </ol>		

<b>4)</b> How to Commit the files with relevant comments, how to resolve Conflicts, how to take Update. <b>5)</b> Learnt about Visual studio 2010, Visual Studio 2013. <b>6)</b> Learnt SQL Server 2012 & SQL Server 2014. Like: how it works, Version related Problems etc.	
Managers Comment:	
Employees Rating *: <b>4</b>	Managers Rating*:

## Performance Evaluation

**Rate individual employee performance based on following competencies** (Rating scale is mentioned below)

<u>Technical</u>	<u>Employee</u>	<u>Appraiser</u>	<u>Behavioral</u>	<u>Employee</u>	<u>Appraiser</u>
Demonstrates required job skills and knowledge	4		Open to constructive criticism	5	
Develops/Suggests best solution for tasks	4		Meets attendance requirements	5	
Provides alternatives when solving tasks	3		Demonstrates leadership skills	4	
Generates creative ideas and solutions	4		Takes responsibility for actions	5	
Understands task requirements	5		Offers suggestions for Improvement	4	
Works independently	4		Works well with peers / team	5	
Provides accurate estimates to tasks assigned	4		Demonstrates positive attitude while working	5	
Completes assigned tasks on time	5		Communicates well with team / manager	5	
Achieved set objectives for review period	4		Assists other employees	5	
Searches for a solution to unresolved problems	3				

Employee Additional Comments: <ol style="list-style-type: none"> <li>1) Displays an ability to learn rapidly &amp; adapt quickly to changing situations.</li> <li>2) Shares Learning experience with peers.</li> <li>3) Responds quickly to new Instructions, Situations, Methods &amp; Procedures.</li> <li>4) Provides team with the resources needed to attain results.</li> </ol> <b>Initiatives taken:</b> <ol style="list-style-type: none"> <li>1) Keeps documents organized via task to avoid duplicate information.</li> <li>2) Shows a Sincere interest in employees &amp; the solutions to their problems.</li> <li>3) Keeps meetings action oriented by tasks.</li> <li>4) Communicates well equally with everyone &amp; always Stand up to their expectations.</li> <li>5) Enforces Company Policies &amp; Ethics without creating negative reactions.</li> </ol>
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- 6) New Ideas & Approaches.
- 7) Encourages Peers to solve their own problems.

**New Skills Acquired:**

- 1) WebAPI: WebAPI is a framework that makes it easy to build HTTP Services.
- 2) AngularJS: AngularJS is a JavaScript framework.
- 3) C#: C# is a multi-paradigm programming language.
- 4) HTML: HTML is the standard markup language for creating Webpages & Web Application.
- 5) CSS: CSS is a language that describes the style of an HTML document.
- 6) JavaScript: JS is a high-level, Dynamic, Prototype based, Multiparadigm & Interpreted programming languages.
- 7) jQuery: jQuery is a cross-platform JavaScript library.
- 8) MVC: .Net MVC gives a powerful, Patterns-based way to build dynamic websites.

Manager Feedback/Comments:

\* **Rating Scale** (To be taken into consideration for employee as well as manager's rating)

Ratings	Definitions
1. FAILED TO MEET	Most significant aspects of the tasks or expectations were not met.
2. PARTIALLY MET	Some significant aspects of the tasks or expectations were not met.
3. MET	All significant aspects of the tasks or expectations were met.
4. PARTIALLY EXCEEDED	All significant aspects of the tasks or expectations were met, and some were exceeded.
5. EXCEEDED	All significant aspects of the tasks or expectations were met, and most were excelled.

\*\* Weightage means importance of that particular objective with respect to your overall tasks/responsibilities. Sum total of all objective's weightage should make 100%.

**Verification of Review**

There is no formula for arriving at an overall rating. The overall rating is based upon results against objectives, results for ongoing job responsibilities, any additional accomplishments, and leadership capabilities demonstrated in achieving those results. In addition, your results are compared to results achieved by employees at a similar level or in a similar job function. The overall rating is used by management to determine your merit increase and incentive pay (if applicable).

Manager's Overall Recommended Rating:

Manager's Signature:

Date:

I have read and discussed my evaluation with my manager.

Employee Comments:

Employee's Signature: Keerti Dwivedi	Date:
<b>PART II- OBJECTIVES/ GOALS FOR NEXT SIX MONTHS</b>	

Briefly describe your objectives for the next six months. All objectives should be reasonable and specific. Each objective should benefit yourself, the department (e.g. Development / QA ) and the company.

These will then be reviewed and consolidated within your next performance review meeting.

Objective #1 -	Weightage (Importance)%: 30
Project Name: - <b>GMS Project</b>	
Employees Comments (How does it benefit you, the department and the company?)  1) We used AngularJS in this project, which means it's a SPA (Single Page Application). 2) We used WebAPI in this project, so we can also use it by Android Phone Applications & iPhone Applications. 3) We used AngularJS So, we can use extended features such as: Dependency injection, Routing, Animations, View Orchestration etc. 4) It is very beneficial for me as well as for Company, because it is supported by Google & a Great Development Community.	
Manager's Comments:	

Objective #1 -	Weightage (Importance)%: 20
Project Name: - <b>SmartWay Project</b>	
Employees Comments (How does it benefit you, the department and the company?): 1) We used MVC & C# in this project that means it provides Faster Development Process. 2) Ability to provide multiple views. 3) Support for asynchronous techniques. 4) Modification does not affect the entire model. 5) It is very beneficial for me as well as for Company, because C# language is an Object-oriented language & also it's a versatile.	
Manager's Comments:	

Objective #1 -	Weightage (Importance)%: 30
Project Name: - <b>HRMS Project</b>	
Employees Comments (How does it benefit you, the department and the company?): <ol style="list-style-type: none"> <li>1) We used visual studio 2010 in this HRMS Project</li> <li>2) With the help of Master Page, we can provide same look &amp; feel for other Pages.</li> <li>3) It is very beneficial for me as well as for Company, because in this Project we can perform many tasks. It also shows the Employee Hierarchy.</li> <li>4) It is very useful for company, because in future we can also use it our Company.</li> </ol>	
Manager's Comments:	

Objective #1 - <b>Future Goals for Study</b>	Weightage (Importance)%:
Project Name: -	
Employees Comments (How does it benefit you, the department and the company?): <ol style="list-style-type: none"> <li>1) Java</li> <li>2) Mobile Application Development (Android)</li> <li>3) Cyber Security</li> <li>4) Website Development (Like: How can we create an Attractive Website)</li> <li>5) It is very beneficial for me as well as for Company, because currently we don't have Android Developers so if I will learn this language, it will be very fruitful for me as well as our company.</li> </ol>	
Manager's Comments:	

Objective #1 - <b>Database &amp; Tools Knowledge</b>	Weightage (Importance)%:
Project Name: -	
Employees Comments (How does it benefit you, the department and the company?): <ol style="list-style-type: none"> <li>1) There are many advantages of Database: Like: Data Redundancy</li> </ol>	

<p>Data Sharing</p> <p>Data Consistency</p> <p>2) I want to learn Cursors &amp; Triggers because in future it will be very useful for me as well as for our company.</p> <p>3) It is very important for company because, an efficient data management can be vital to success of any business. Even something as simple as a customer mailing list needs to be managed appropriately if you want it to remain up to date and accurate. Tools or applications such as databases can make these tasks easier and more efficient.</p> <p>4) Tools knowledge is very important for me as well as for company because, It provides:</p> <p><b>Boosts Enthusiasm</b></p> <p><b>Grows Confidence</b></p> <p><b>Assists in Overcoming Objections.</b></p>
<p>Manager's Comments:</p>

**Manager Feedback on Set Targets/Goals for next six months**

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Employee's Signature: Keerti Dwivedi	Date:
Manager's Signature:	Date: