



Performance Appraisal : 2015-16 (Grades D&E) for Aravindhan Jaya Kumar

Employee Information

Last Name	Jaya Kumar	First Name	Aravindhan
SSO Username	ARAVINDHAN.JAYAKUMAR@CSSCORP.COM	Manager	Sangeetha Ganesan
Org L4	Digital marketing (content (10010412)	Org L3	Digital marketing (content management)
Location	Shriram Gateway	Entity Join Date	05/25/2015
Job Code	Systems Analyst-Ops-AS (30001287)	Employee Id	00107039

Review Dates

Originator	CSS Administrator
Review Period	04/01/2015 - 03/31/2016
Due Date	03/10/2016

Business Goal (70.0%)

Other

Process Excellence

Not Started

- 1) 100% Timesheet compliance, minimal GHRMS attendance ratifications
- 2) On time update of Quality Document

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- I have done no Timesheet compliance and GHRMS attendance ratification in this quarter
- Updated Quality Documents on time

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Room for improvement is there in Timesheet compliance

Goal Details

Goal	Metric
Process Excellence	1) 100% Timesheet compliance, minimal GHRMS attendance ratifications 2) On time update of Quality Document

Weightage	25.0%	Start Date	04/01/2015
Due Date	06/30/2015	% Complete	0.0%
Status	Not Started		

Other

Operational Excellence

Not Started

- 1) Value Addition - New Tools/Utilities
- 2) Org contribution
- 3) Conduct Internal Training
- 4) Zero regression and kick back
- 5) Zero P1 defects from the build delivered

Rating



Exceeds Expectations

Rating



Exceeds Expectations

Employee Comments

- Tried out new tool to make job easier and suggesting the same to the team. Sublime - Text editor which helps to Travers folders and files ease and edit
- Volunteered myself to provide feedback and social activities inside office campus
- On time code deliver with no time complexity to review/test
- Cross checked my fixes and features before deliver it, to avoid kick backs
- Go no defects from P1 build, on my deliverables

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Agreed

Goal Details

Goal	Operational Excellence	Metric	1) Value Addition - New Tools/Utilities 2) Org contribution 3) Conduct Internal Training 4) Zero regression and kick back 5) Zero P1 defects from the build delivered
Weightage	25.0%	Start Date	04/01/2015
Due Date	06/30/2015	% Complete	0.0%
Status	Not Started		

Other

Process Excellence

Not Started

- 1) 100% Timesheet compliance, minimal GHRMS attendance ratifications
- 2) On time update of Quality Document

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- I have done no Timesheet compliance and GHRMS attendance ratification in this quarter
- Updated Quality Documents on time

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Room for improvement is there in Timesheet compliance

Goal Details

Goal	Process Excellence	Metric	1) 100% Timesheet compliance, minimal GHRMS attendance ratifications 2) On time update of Quality Document
Weightage	25.0%	Start Date	07/01/2015
Due Date	09/30/2015	% Complete	0.0%
Status	Not Started		

Other

Operational Excellence

Not Started

- 1) Value Addition - New Tools/Utilities
- 2) Org contribution
- 3) Conduct Internal Training
- 4) Zero regression and kick back
- 5) Zero P1 defects from the build delivered

Rating



Exceeds Expectations

Rating



Exceeds Expectations

Employee Comments

- Tried out new tool to make job easier and suggesting the same to the team. ETLClover - Database migration tool, to migrate data from Oracle to MySQL
- Volunteered myself to provide feedback and social activities inside office campus
- On time code deliver with no time complexity to review/test
- Cross checked my fixes and features before deliver it, to avoid kick backs
- Go no defects from P1 build, on my deliverables

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Agreed

Goal Details

Goal	Operational Excellence	Metric	1) Value Addition - New Tools/Utilities 2) Org contribution 3) Conduct Internal Training 4) Zero regression and kick back 5) Zero P1 defects from the build delivered
Weightage	25.0%	Start Date	07/01/2015
Due Date	09/30/2015	% Complete	0.0%
Status	Not Started		

Other

Process Excellence

Not Started

- 1) 100% Timesheet compliance, minimal GHRMS attendance ratifications
- 2) On time update of Quality Document

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- I have done no Timesheet compliance and GHRMS attendance ratification in this quarter
- Updated Quality Documents on time

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Room for improvement is there in Timesheet compliance

Goal Details

Goal	Process Excellence	Metric	1) 100% Timesheet compliance, minimal GHRMS attendance ratifications 2) On time update of Quality Document
Weightage	25.0%	Start Date	10/01/2015
Due Date	12/31/2015	% Complete	0.0%
Status	Not Started		

Other

Operational Excellence

Not Started

- 1) Value Addition - New Tools/Utilities
- 2) Org contribution
- 3) Conduct Internal Training
- 4) Zero regression and kick back
- 5) Zero P1 defects from the build delivered

Rating



Rating



Exceeds Expectations

Exceeds Expectations

Employee Comments

- Tried out new tool to make job easier and suggesting the same to the team
- Volunteered myself to provide feedback and social activities inside office campus
- On time code deliver with no time complexity to review/test
- Cross checked my fixes and features before deliver it, to avoid kick backs
- Go no defects from P1 build, on my deliverables

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Agreed

Goal Details

Goal	Operational Excellence	Metric	1) Value Addition - New Tools/Utilities 2) Org contribution 3) Conduct Internal Training 4) Zero regression and kick back 5) Zero P1 defects from the build delivered
Weightage	25.0%	Start Date	10/01/2015
Due Date	12/31/2015	% Complete	0.0%
Status	Not Started		

Other

Process Excellence

Not Started

- 1) 100% Timesheet compliance, minimal GHRMS attendance ratifications
- 2) On time update of Quality Document

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- I have done no Timesheet compliance and GHRMS attendance ratification in this quarter
- Updated Quality Documents on time

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Room for improvement is there in Timesheet compliance

Goal Details

Goal	Process Excellence	Metric	1) 100% Timesheet compliance, minimal GHRMS attendance ratifications 2) On time update of Quality Document
Weightage	25.0%	Start Date	01/01/2016
Due Date	03/31/2016	% Complete	0.0%
Status	Not Started		

Other

Operational Excellence

Not Started

- 1) Value Addition - New Tools/Utilities
- 2) Org contribution
- 3) Conduct Internal Training
- 4) Zero regression and kick back
- 5) Zero P1 defects from the build delivered

Rating



Exceptionally Performance

Rating



Exceeds Expectations

Employee Comments

- Tried out new tool to make job easier and suggesting the same to the team. AWStat - To Monitor Java Virtual Machine performance, while Tomcat code Migration task
- Volunteered myself to provide feedback and social activities inside office campus
- On time code deliver with no time complexity to review/test
- Cross checked my fixes and features before deliver it, to avoid kick backs
- Go no defects from P1 build, on my deliverables

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed with Manager.

Comments by Prem Kumar Mv

Agreed

Goal Details

Goal	Operational Excellence	Metric	1) Value Addition - New Tools/Utilities 2) Org contribution 3) Conduct Internal Training 4) Zero regression and kick back 5) Zero P1 defects from the build delivered
Weightage	25.0%	Start Date	01/01/2016
Due Date	03/31/2016	% Complete	0.0%
Status	Not Started		

Section Comments:

Subjects Comments

- * I cares to avoid Timesheet compliance and GHRMS attendance ratification, atleast when i am physically presence.
- * Done 96(Spring+Backlog+AEM) work items till today and updated Quality Document on time.

- * Maintaining log of my regular activities other than Issues/Defects, Such as R&D, POC and so on.
- * I believe i am capable of innovative ideas and ability to workout.
- * I volunteered myself for some activities such as Cultural activity and Social activity, and i didn't got proper response from organization
- * Until started working with AEM i never thought about Conducting Training, and i am interested about it now. Yet to kick start.
- * Up to my knowledge i got no critical issues that fallback from build

Comments by Prem Kumar Mv

Aravindhan is dedicated resource was willing to take up challenge of UI developer when the AEM project came up. He has done the job to the perfection. He tries out new tools available in the market and comes up with suggestion.

Comments by Edwin Raj I

AEM is a new challenging project for CSS and particularly for the CSS BSRO team. It is good to know voluntary involvement and contribution. We would like to see more AEM experts built within the team.

Competencies (30.0%)

Adhering to quality process intermediate

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- Practiced to deliver the output with quality

Additional Ratings and Comments

Comments by Prem Kumar Mv

Room for improvement is there

Comments by Edwin Raj I

Agreed.

Building Personal Effectiveness & Credibility: Self-Management, Professionalism, Ethics & Integrity - Basic

Rating



Exceptionally Performance

Rating



Exceptionally Performance

Employee Comments

- Being professional and following procedure on job as well as with team to make them comfortable to work with me

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed.

Comments by Prem Kumar Mv

Room for improvement is there

Communicating With the Customer - Speaking/Writing/Listening Skills

Rating



Fully meets Expectations

Rating



Exceeds Expectations

Employee Comments

- Improving Writing and Listening skills while communicating with Customers/Superior
 - Yet to start communicating with customers directly, and will do it if i got an opportunity
 - Documented every activities that i am doing, such as Tomcat Migration documentation. In some cases documentation helps me to understand the logic insight
-

Additional Ratings and Comments

Comments by Prem Kumar Mv

Room for improvement is there

Comments by Edwin Raj I

Agreed.

Exhibiting Service Mentality- Handling & Exceeding Customer's Expectations

Rating



Exceeds Expectations

Rating



Exceeds Expectations

Employee Comments

- Have abilities to understand requirements and issue
 - Can provide feasible solution
-

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed.

Comments by Prem Kumar Mv

Agreed

Handling Crucial Dialogues: Relationship Building, Team Work, Handling Conflict - Basic

Rating



Exceptionally Performance

Rating



Exceptionally Performance

Employee Comments

- Volunteered myself to be supportive to my team
 - Does not feel hesitated to help others hence its increase team relationship and credibility. And of course it give me more chances to improve problem solving skills
 - Advised feasible and creative solutions to resolve crucial situations, like Creating Database migration Tool
-

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed.

Comments by Prem Kumar Mv

Agreed

Knowledge on coding and scripting advance

Rating

Exceptionally Performance

Rating

Exceptionally Performance

Employee Comments

- Worked out some Proof-Of-Concepts to explore indepth knowledge in project a project section, such as Google Analytic
 - Got opportunities in different areas such as Struts, Spring, WebServices, SCSS/CSS, AEM and few more, where i have proved that i could adapt and deliver consistent
-

Additional Ratings and Comments**Comments by Edwin Raj I**

Agreed.

Comments by Prem Kumar Mv

Agreed

Knowledge on coding and scripting basic

Rating

Exceeds Expectations

Rating

Exceeds Expectations

Employee Comments

- Following basic code discipline to avoid complexity
-

Additional Ratings and Comments**Comments by Edwin Raj I**

Agreed.

Comments by Prem Kumar Mv

Agreed

Maximizing Performance Results: Results Orientation, Analytical Thinking, Problem Solving - Basic

Rating

Exceeds Expectations

Rating

Exceptionally Performance

Employee Comments

- Spending effort on code change impacts more than coding to make sure the existing functionalities does not affect, hence i am not fully knowledge about the Business logic i never hesitate to ask help from my team-mates/friends.
 - And inspire myself that i am the one who initially suggested the Database Migration Own Tool creation idea to my friends in Team
-

Additional Ratings and Comments**Comments by Edwin Raj I**

Agreed.

Comments by Prem Kumar Mv

Agreed

Practicing Business Manners -Email/Meeting/Chat/Video Conference /Client Interaction Etiquette

Rating



Exceeds Expectations

Rating



Exceptionally Performance

Employee Comments

- Properly communicated with Team members and Superiors to maintain etiquette and ignore conflicts in job
 - Each and every work have been recorded and reported accordingly
-

Additional Ratings and Comments

Comments by Prem Kumar Mv

Room for improvement is there

Comments by Edwin Raj I

Agreed.

Solution design advance

Rating



Exceeds Expectations

Rating



Exceeds Expectations

Employee Comments

- Maintaining code discipline which can be understandable by others
-

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed.

Comments by Prem Kumar Mv

Agreed

Solution design basic

Rating



Exceeds Expectations

Rating



Exceeds Expectations

Employee Comments

- Concentrating for optimized code changes for critical problems
-

Additional Ratings and Comments

Comments by Prem Kumar Mv

Agreed

Comments by Edwin Raj I

Agreed.

Working Across Borders- Cultural Sensitization, Fostering Diversity ,Global

Perspective

Rating



Fully meets Expectations

Rating



Exceeds Expectations

Employee Comments

Finding opportunities to learn new technologies and utilizing it properly like Code migration from WebSphere to Tomcat server

Additional Ratings and Comments

Comments by Edwin Raj I

Agreed.

Comments by Prem Kumar Mv

Room for improvement is there

Section Comments:

Comments by Prem Kumar Mv

NA

Summary Section

Ratings: There are two ratings - "Overall Form Rating" and "Calculated Form Rating"

- Overall Form Rating: This rating is not cumulative but, it is an independent overall rating for all the goals and competencies.
- Calculated Form Rating: This rating is a cumulative rating of all the goals and competencies.

Overall Form Rating:



Fully meets Expectations

Calculated Form Rating:

4.12/5.0

	Rating	Weight
Business Goal	4.13	70.0% of total score
Process Excellence	4.0 - Exceeds Expectations	
Operational Excellence	4.0 - Exceeds Expectations	
Process Excellence	4.0 - Exceeds Expectations	
Operational Excellence	4.0 - Exceeds Expectations	
Process Excellence	4.0 - Exceeds Expectations	
Operational Excellence	4.0 - Exceeds Expectations	
Process Excellence	4.0 - Exceeds Expectations	
Operational Excellence	5.0 - Exceptionally Performance	

Competencies	4.08	30.0% of total score
Adhering to quality process intermediate	4.0 - Exceeds Expectations	
Building Personal Effectiveness & Credibility: Self-Management, Professionalism, Ethics & Integrity - Basic	5.0 - Exceptionally Performance	
Communicating With the Customer - Speaking/Writing/Listening Skills	3.0 - Fully meets Expectations	
Exhibiting Service Mentality- Handling & Exceeding Customer's Expectations	4.0 - Exceeds Expectations	
Handling Crucial Dialogues: Relationship Building, Team Work, Handling Conflict - Basic	5.0 - Exceptionally Performance	
Knowledge on coding and scripting advance	5.0 - Exceptionally Performance	
Knowledge on coding and scripting basic	4.0 - Exceeds Expectations	
Maximizing Performance Results: Results Orientation, Analytical Thinking, Problem Solving - Basic	4.0 - Exceeds Expectations	
Practicing Business Manners -Email/Meeting/Chat/Video Conference /Client Interaction Etiquette	4.0 - Exceeds Expectations	
Solution design advance	4.0 - Exceeds Expectations	
Solution design basic	4.0 - Exceeds Expectations	
Working Across Borders- Cultural Sensitization, Fostering Diversity ,Global Perspective	3.0 - Fully meets Expectations	

Signatures

When your review form reaches the Signature Mode, click on the Send button to sign the document. Your electronic signature will be stored in this section of the form.

Signatures indicate that the Performance Assessment discussion has been held.

Employee: Aravindhan Jaya Kumar has not signed yet