# Performance Evaluation Form

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| **Section I : Information** | Staff and Evaluator Information |
| **Name** | Iman Ali |
| **Designation** | Senior Software Engineer |
| **Current Department** | SRV |
| **Review Period** | NOV 2016 – MAR 2017 |
| **Evaluator** | Wahiduzzaman Sumon |

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| **Performance Rating Legend** | **Use The Following Performance Ratings** |
| 1. **Outstanding**   ***(Consistently exceeded expectations)*** | This rating should be used to indicate performance in which quality, quantity and approach to work were exceptional and beyond expectation on a consistent basis. |
| 1. **Excellent**   ***(Always met and often exceeded expectations)*** | This rating should be used to indicate performance in which quality, quantity and approach to work always met expectations and often went beyond. |
| **3. Fully Met Expectations** | This rating should be used to indicate performance in which quality, quantity and approach to work met expectations on a consistent and sustained basis. |
| **4. Met Expectations With Some Exceptions** | This rating should be used to indicate performance that generally met but did not always meet expectations for quality, quantity and approach to work – where good performance was not always sustained and improvement will be necessary to consistently meet expectations in the future. |
| **5. Did Not Meet Expectations** | This rating reflects a performance where quality, quantity and approach to work did not meet expectations and where significant improvement will be required. |
| **6. N/A** | Not Applicable |

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| **Section II:**  **Accomplishments** | **Please use the section below to describe your performance accomplishments, objectives or job responsibilities for – evaluation period.** | **Supervisor’s Comment** |
| Performance Accomplishment 1 | | |
| **Describe Accomplishment 1:** | I have been working all CMS (WordPress, Magento) support issues and building new site with Open source CMS. Sometimes work with CakePHP such as Cherry CRM |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** | Successfully task completed and everything going smoothly. |  |
| Performance Accomplishment 2 | | |
| **Describe Accomplishment 2:** | **Magento update**: When a security hole is created, magento community publish patch for security purpose. It was challenging to apply security patch because sometimes it changes module behavior but successfully applied and everything working fine. |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** | Now I am confidence in updating magento |  |
| Performance Accomplishment 3 | | |
| **Describe Accomplishment 3:** | **New Technology achievement**: I have achieved Server side JS as **NodeJs** which is asynchronous, extremely fast web framework. |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** | Looking forward to gain more knowledge about new technology. |  |
| Performance Accomplishment 4 | | |
| **Describe Accomplishment 4:** | **WebCommander CMS:** work jQuery, JavaScript related task on webCommander CMS site.  <http://design2.webcommander.biz>  <http://design1.webcommander.biz> |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual)*** |  |  |
| Performance Accomplishment 5 | | |
| **Describe Accomplishment 5:** | **New WordPress sites:** Developed several new wordpress sites such as  <http://www.cherryenergysolutions.com.au>  <http://www.sitetechsolutions.com.au>  <http://www.sitemediasolutions.com.au>  <http://www.jimsenergy.com.au> |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual )*** |  |  |
| Performance Accomplishment 6 | | |
| **Describe Accomplishment 6:** | **Inhouse projects:** Periodically upgrade our Inhouse projects and keep them in my surveillance. |  |
| **Rating for this Performance Objective *(done by the Individual)*** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Self-Appraisal commentary**  ***(done by the Individual )*** |  |  |

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| **Section III:**  **Core Competencies** | **Self-Evaluation** | **Supervisor’s Comment** |
| **Teamwork** | **(1) \_✓\_\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Written Communication Skills | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Oral Communication Skills | **(1) \_\_\_\_ (2) \_\_\_\_ (3) \_\_✓\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Analytical Skills | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Writing Skill | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Punctuality** | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Technical Knowledge | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Deliver high quality, accurate work | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Meeting project deadlines | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Developing Innovative Ideas | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Research and Implementation** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Proactively anticipates and fulfils client needs | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Displays awareness of client’s business** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Proactively anticipates potential obstacles & develops solutions** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Identifies potential to expand services with existing clients** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Overall comments on Core Competencies (done by Individual)** | Communication skill, innovative idea need to improve. |  |

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| **Section IV:**  **People Development Skills** | **Self-Evaluation** | **Supervisor’s Comment** |
| **Willingness to learn & develop new skills** | **(1) \_\_\_\_ (2) \_\_✓\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Co-operation | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| Respect | **(1) \_\_✓\_\_ (2) \_\_\_\_ (3) \_\_\_\_ (4) \_\_\_\_ (5) \_\_\_\_ (6) \_\_\_\_** |  |
| **Overall comments on Strategic Competencies *(done by individual)*** | Need to show respect to others, honesty and willing help. |  |

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| **Confirmed By** | **Name:** | **Date:** |

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| **Supervisor’s Overall Comment:** | |
| **Name:** | **Date:** |

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| **Manager’s Overall Comment:** | |
| **Name:** | **Date:** |