VotaryTech’s

Performance Review Process

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Sign-off Sheet

| **Name** | **Title** | **Signature** | **Date** |
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| Mounika Mandala | Trainee SWR Engineer |  | 23/03/2020 |
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# Introduction

## What is Performance Review Process

VotaryTech performance review process has been designed to review the employee’s performance over the last review cycle and to set the goals and objectives for the next cycle. It is highly encouraged to the employees to effectively utilize this process to understand, identify and agree on the objectives to be achieved over the current review cycle. It is encouraged to the engineers to use this opportunity to reflect on the achievements, deficiencies and seek guidance from the Supervisor.

The Performance Review Form provides periodic written review of individual performance, in the context of the ongoing performance management process. It is designed to facilitate constructive discussion between the employee and manager in order to clarify performance objectives, provide feedback about the employee’s performance with respect to **skills and behaviors**, provide a framework for identifying the employee’s development plans, and serve as a basis for merit increase decisions. Managers and employees are responsible for completing a **yearly performance** review as part of ongoing performance discussions. Preparation for the performance review discussion should begin with the employee completing a self-appraisal.

At VotaryTech, we value the technical capability on the same lines as the on job behavior. Equal importance is given to the manner in which the goals are achieved and to the goals itself.

The Human Resources Department is available to answer questions and to provide assistance to managers and staff members on any aspect of the performance management process, including the performance review form.

## Major Areas of Responsibility (This is *what* you do)

This section of the Performance Review form is used to record the three or four major activities or goals that you are responsible for in your job as well as the evaluation criteria for these. The major activities typically reflect duties described in the job description and/or performance goals. Evaluation criteria encompass such standards as impact, timeliness, cost effectiveness, client satisfaction, accuracy, consistency, etc. During the review period, the manager and staff member are encouraged to review progress in meeting identified goals or activities, and the manager may decide to revise, add, or delete any of these in order to best meet changing organizational needs.

## Performance Competencies—Skills and Behaviors (This is *how* you do it)

At the beginning of the review period, the manager and employee are responsible for reaching a shared understanding of the key skills and behaviors as they relate to the individual’s job description and have been established by the manager. While the employee will be evaluating him or herself regarding the key skills and behaviors, the manager is ultimately responsible for assessing the staff member’s performance against the agreed upon performance expectations and reviewing the assessment with the individual. Performance that does not meet expectations should be addressed in the Development Plan section of the Performance Review.

## Overall Assessment

The manager completes a brief summary of the employee’s overall performance. (Employee does not complete this section.)

# Development Plan

There are four kinds of Development Plans:

## 2.1 Development to close performance gaps:

The manager, in conjunction with the staff member, should identify development plans for any goals, skills or behaviors which are assessed at the “Needs Improvement” performance level.

Development plans which address performance at the “Needs Improvement” performance level should be reviewed and discussed through ongoing performance discussions.

## 2.2 Development to enhance job skills and performance:

Plans identified by a manager with the individual to provide opportunities for a staff member to enhance job-related skills and performance.

## 2.3 Development for career advancement:

Plans identified by the manager and individual to enhance the promotability of a staff member.

## 2.4 Development for career exploration:

Staff members may initiate a development plan to provide opportunities for career exploration through cross-training or mentoring activities.

# Employee’s & Manager’s Assessment

Name \_\_ \_\_Mounika Mandala \_Date of Review 3/23/20\_\_

Job Title Trainee Software Engineer(Votary) Target Integration Engineer(Qualcomm)

Date Appointed to this Position\_\_\_Feb 27th 2019 to 21 st October 2019(votary)\_and 22nd October to present (Qualcomm)\_\_\_Review Period\_\_\_\_\_\_\_Feb 27th 2019\_\_\_-till date\_March 23, 2020\_\_\_\_\_\_\_\_\_\_

Manager’s Name and Title\_\_\_Venkat Ravulapally (Votary)\_Ravi Kiran Mattewada (Qualcomm)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Rating on the scale of 1 to 5:  The rating is based on the consistency in demonstrating the skills.** |
|

**OVERALL PERFORMANCE RATINGS**

Enter the Total Ratings for Performance for the year (Behavior Assessment+ Responsibilities+ Performance Competencies). Add the Total Ratings and divide the sum by 3 to calculate the Overall Rating.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Assessment** | **Desired** | **Ratings** |
| 1 | **Annual Assessment.** | 5 |  |
| 2 | **Goals Assessment** | 5 |  |
|  | **Total Ratings** | **10** |  |

**OVERALL PERFORMANCE RATINGS = Total Ratings/2**

* Exceeded Expectation = **4.5 to 5**,
* Met Expectations = **4 to 4.4**,
* Average (Completed 75%) = **3 to 3.9**,
* Need Improvement (PIP) = **1 to 2.9**,

**Annual Assessment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Employee Rating out of 5** | **Supervisor Rating out of 5** | **Comments** |
| Ownership | 5 |  | **Employee Comments: I took ownership on the project SMART PHONE at votary and SDM710,SDM670 and SXR1130 chipsets at QUALCOMM.**  **Manager Comments:** |
| Process Adherents | 5 |  | **Employee Comments:I sticked to the company rules and following them correctly.**  **Manager Comments:** |
| Pro- activeness | 5 |  | **Employee Comments: I was always very active to finish all the tasks on-time and given my best to finish them as early as possible.**  **Manager Comments:** |
| Innovation | 5 |  | **Employee Comments: Tried my best by contributing my skills at my project. By learning many new things.**  **Manager Comments:** |
| Reliability | 5 |  | **Employee Comments: I was very reliable with my skills to develop the needs for project assigned.**  **Manager Comments:** |
| Productivity | 5 |  | **Employee Comments: I was very productive towards my project and stayed extra hours and also even on holidays too on my own interest.**  **Manager Comments:** |
| Team Player | 5 |  | **Employee Comments:I was a very good team player so that can coordinate with all my team members to complete assigned project tasks on time.**  **Manager Comments:** |
| Communication | 5 |  | **Employee Comments:I was a good communicator and even able to explain the things accordingly even for people who joined newly about project.**  **Manager Comments:** |
| Taking Responsibility | 5 |  | **Employee Comments:I took responsibility for every task of other team mates also inorder to finish theirs and coordinated with every one.**  **Manager Comments:** |
| Events participation | 5 |  | **Employee Comments:Participated in every presentations.**  **Manager Comments:** |
| Writing and Reporting Skills | 5 |  | **Employee Comments: Good at reporting every tasks .**  **Manager Comments:** |
| Managing/Leading Skills | 5 |  | **Employee Comments:Was a co-lead in my project and managed every one for good results in project.**  **Manager Comments:** |
| Discretion and  Confidentiality | 5 |  | **Employee Comments: Very confident in every work and made everyone motivated.**  **Manager Comments:** |
| Punctuality and Attendance | 5 |  | **Employee Comments: Regular attendance and worked for extra hours also.**  **Manager Comments:** |
| Individual- Overall Rating | 5 |  | **Employee Comments:I have done my best using my complete skills and dedication towards work with highest priorities.**  **Manager Comments:** |
| **Total** |  |  |  |

**Managers Rating**:

**Total Rating = Total of Manager Rating**

**15**

**Questionnaire**:

1. What do you think has been your most important contribution to the department and/or the organization? What are you most proud of?

ANS:I was a part of IMC work in developing smart phone along with it attended many training sessions on build and integration and succeeded at Qualcomm Interview at very early.

1. What would you have liked to have done this year, but were unable to? Why?

ANS: Wanted to finish Smart phone on Kemsys board but didn’t finish as I selected for Qualcomm. And here am gaining lots of knowledge regarding chipsets.

1. What action(s) have you taken this year to gain a better understanding of the organization, your unit/division/department, or your own job?

ANS:I took an action on learning a scripting language that is python and learn more depth regarding chipsets what am working on.

1. What goals have you set for yourself during the next year? What types of projects would you like to be involved in?

ANS: Need to finish python and in-depth knowledge of any chipset of my project. And am interested to work with 5G technology projects.

1. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

ANS: Advanced training on board bring up of any project will be my expectation which must be very practical experience and should useful for my current project work.

1. What kind of support and/or guidance would you like to see from your supervisor?

ANS: Till now my supervisors are very supportive and guided me in many things. I would like to be pleased to conduct training sessions on topics which are involved in my work