**Employee Self-Assessment and Goal Setting**

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| **Participant’s Information** | |
| **Participant’s Name** | Khaled Saifullah |
| **Job Title/Position** | Web Designer |
| **Current Team/Dept.** | SRV |
| **Assessment Period** | JUL 2016 - MAR 2017 |
| **Assessment Date** | 17-Apr-2017 |
| **Line Manager** | S. M. Sumon |
| **Reviewer** | John D’Costa |

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| **Rating Legend** | |
| **1** | [Outstanding] – exceeds expectation and fully satisfied |
| **2** | [Excellent] – always satisfied, and sometimes exceed expectation |
| **3** | [Good] – satisfied, meets your expectation (with rare exceptions) |
| **4** | [Average] – not always satisfied, there’s room for improvement |
| **5** | [Poor] – does not meet expectation |
| **N/A** | Not Applicable |

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| **Section 1 : Work Environment and Satisfaction** | | |
| **Particulars** | **Rating** | **Remark** |
| How was last 6 months for you in terms of your work? | 1 | I improved my coding standard and techniques a lot for better quality work last six months. |
| How would you rate the satisfaction level of your current job? | 2 | Satisfactory |
| How would you rate the team environment and team members in terms of comfortability, compatibility, communication, and effectiveness? | 1 | Fully satisfied |
| How would you rate the current office environment and culture in terms of promoting productivity and personal development? | 2 | Satisfied |
| How would you rate your current manager/team-lead in terms of motivation, interaction, accessibility, and compatibility? | 1 | Fully satisfied |
| Rate the current administrative panel of Bit Mascot in terms of performance, interaction, responsiveness, and accessibility. | 2 | Satisfactory |

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| **Line Manager’s Note –** (Name) |
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| **Reviewer’s Note –** (John D’Costa) |
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| **Section 2 : Performance Development** | |
| **Key Points** | **Feedback** |
| Which aspects/elements of your current job you like most? (please explain in brief) | I like my team member so much because of friendly and intimacy ,share idea. |
| From the following list, please select the skill you are most interested to achieve:   * Project management * Technical knowledge * Client communications * Analysis and problem solving * Project planning and strategy development   (briefly justify your response) | * Technical knowledge * Analysis and problem solving * Project management |
| Identify the components/items of your current job that always motivate you to perform better | Environment on Big Custom project like “SRV Team” motivates me a lot to get extra knowledge for better performance. |
| Mention the components/issues of your current job that you would like to change or eliminate.  (briefly explain the reasons) | No |
| What are major obstacles you’ve encountered in your path of self-development?  (consider both team and Bit Mascot here) | Yes |
| Would you consider yourself for the leading position of your current department/team in future?  (justify your response) |  |

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| **Line Manager’s Note –** (Name) |
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| **Reviewer’s Note –** (John D’Costa) |
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| **Section 3 : Goal Setting** | |
| **Key Points** | **Feedback** |
| What would be your major objectives to accomplish in 2017? (related to work/team)  (bullet pointed list is preferable) | \*Skill development on Web Development.  \*More smart and clean coding practice.  \*Developing UI and UX design skill. |
| To achieve your objectives, what do you think would be most challenging for next 6 months? | The most challenging issue is proper time allocation for practice, I’m trying to reduce my transportation time so that I can spend enough time to study/practice more and more. |
| How do you think Bit Mascot can assist you to achieve your goals for 2017?  (please leave no stones unturned) | Bit Mascot environment is satisfactory to achieve my goal yet. I just need opportunity to work my expected area to express myself. |
| Identify the areas where you think Bit Mascot will achieve something significant in 2017 | Areas are pointed here: \*Cleaner, smarter and faster coding.  \*Reliable, error free and best quality work |
| Suggest some ways that you think your manager/team-lead could help you to reach your goals | \*Team lead can guide me to walk on proper way.  \*Can help me to defeat any obstacles to achieve my goal. |

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| **Line Manager’s Note –** (Name) |
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| **Reviewer’s Note –** (John D’Costa) |
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