# Position Overview

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| **Employee Name** | Md Khaled Saifullah |
| **Position Title** | Web Designer |
| **Functional Manager** |  |
| **Position Summary** | Member of the Development team responsible for design, development and maintenance of software product. |
| **Department** | Design |
| **Reporting To** | Developer Manager, Project Manager, Business Manager |
| **Relating With** | Development Team, Design Team, Support Team |
| **Employment Type** | Full Time |
| **Last Updated** | August 2017 |
| **Version** | 1.0 |

# Section 1: Evaluation against KPI

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| **1** | **JR** | Completion of allocated development work within the agreed iteration time frames, with ability to work in a product delivery environment, comfortable with complex and varied work, and ability to work to tight deadlines. | | |
| **KPI** | Business Manager is satisfied with the effort and outcome 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **2** | **JR** | Understands the requirements, carry out necessary research to understand the expected outcome and finally accurately meet development objectives by producing output that yields expected outcome. | | |
| **KPI** | Business Manager is satisfied with the effort and outcome 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **3** | **JR** | Be able to estimate accurately and effectively. | | |
| **KPI** | Project Manager is satisfied with the effort and accuracy 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **4** | **JR** | Employ appropriate analysis prior to coding with objective to map out the journey, be able to employ thought process prior to engagement with coding that helps eliminate potential risks leading to poor architectural decision and unmaintainable coding. | | |
| **KPI** | Development Manager is satisfied with the effort and quality of work 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **5** | **JR** | Constantly collaborate with Development Manager and other stakeholders with complete ownership of the outcome ensuring the work produced completely satisfy Business Manager. | | |
| **KPI** | Project Manager is satisfied with the effort and outcome 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **6** | **JR** | Adhering the development principles including coding standard and architectural guidelines as directed by the Development Manager, continually strive to write cleaner and more effective code. | | |
| **KPI** | Development Manager is satisfied with the effort and quality of code 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **7** | **JR** | Adherence to agreed processes and work practices as directed by the Project Manager. | | |
| **KPI** | Project Manager is satisfied with the effort and quality of code 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **8** | **JR** | Taking collaborative steps to offer knowledge and assistance. | | |
| **KPI** | Development Manager is satisfied that the other team members and stakeholders have received adequate knowledge and assistance. A score of 80 out of 100 is required. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **9** | **JR** | Suggest and implement best-of-breed technologies, researching new techniques where necessary. | | |
| **KPI** | Development Manager is satisfied that innovative ideas are being presented to improve adoption of more sophisticated technologies/techniques. A score of 80 out of 100 is required. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **10** | **JR** | Produce documentation as requested by the Development, Analyst and Quality Assurance team. | | |
| **KPI** | Project Manager is satisfied that adequate documentation to facilitate clear visibility and record-keeping was done 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **11** | **JR** | Assists the Quality Assurance team to determine the most effective and efficient means of testing the work rendered. | | |
| **KPI** | Project Manager is satisfied with the effort and effectiveness 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **12** | **JR** | All Customer Support issues are resolved in compliance with Company SLA. | | |
| **KPI** | Business Manager is satisfied with the effort and outcome 100% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |
| **13** | **JR** | Provide input to business strategy by suggesting innovative concepts for services and solutions to management. | | |
| **KPI** | Business Manager is satisfied with the effort and communication 90% of the time. | | |
| Reviewer’s Rating: | | Reviewer’s Comment: | Action Points: |

# Section 2: Competency Evaluation

*Please find the Performance Rating Scale at the end of this document.*

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| **1** | **Technical Knowledge** | Possesses outstanding and up to date understanding of:   * HTML, CSS and JavaScript. * Web development technologies – Java, Groovy * Knowledge on Operating systems - Windows and Linux * Knowledge of IDE and Server side applications * Ability to write codes for testing automation (unit, integration and acceptance) * Knowledge on Git, JIRA, Confluence and relevant applications | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **2** | **Quality of Work** | Pays attention to detail, accuracy and quality of work produced, ensuring excellence and always seeking ways to improve outputs. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **3** | **Taking Ownership** | Works to meet objectives, solve problems and develop business before being asked or required to do so. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **4** | **Composure** | Remains focused on the task and goal under stressful and challenging circumstances, sees negative feedback as a development opportunity. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **5** | **Problem Solving** | Identifies key issues in a complex situation and works logically and analytically towards solving problems, and recognising when a problem needs to be escalated to a more senior person. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **6** | **Decision Making** | Demonstrates the ability to make timely and effective decisions. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **7** | **Continuous Development** | Demonstrates ongoing drive to continuously develop own skills and competencies to assist the continued ongoing growth and success of the organization. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **8** | **Presentation** | Effectively translates ideas and concepts into clear and concise presentation, reports and documents. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **9** | **Teamwork** | Works efficiently and effectively with the team to achieve group goals; motivates people to work together to accomplish business results. Provide constructive and objective feedback on peers, supervisors and subordinates as requires. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **10** | **Discretion** | Demonstrates empathy and understanding within the work environment – expressing opinions appropriately, listening to the message being delivered, and appropriately managing errors and possible conflicts. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |
| **11** | **Integrity** | Displays high personal ethics and acts as a role model for the company. | |
| Reviewer’s Rating: | Reviewer’s Comment: | Action Points: |

# Section 3: Work Environment and Satisfaction

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| **Sl.** | **Inquiry** | **Employee’s Feedback** |
| **1** | How would you rate the satisfaction level of your current job? | 5 out of 5 |
| **2** | How would you rate the team environment and team members in terms of comfortability, compatibility, communication, and effectiveness? | 5 out of 5 |
| **3** | How would you rate your current manager/team-lead in terms of motivation, interaction, accessibility, and compatibility? | 5 out of 5 |
| **4** | Identify the components/items of your current job that always motivate you to perform better? | When Manager follows up on me,  it always motivates and  makes me perform better. |
| **5** | Mention the components/issues of your current job that you would like to change or eliminate? | I do not like to exceed allocated working hours for top priority tasks. |
| **6** | What would be your major objectives to accomplish in next 3 months? | 1. SCSS 2. Bootstarp 4 3. upcoming Frontend Technology 4. Webcommander Site delivery smoothly . 5. Wordpress Update Version, Magento Update version 6. PSD mockup design 7. Testing Site , delivery , follow up and co-operation with team work, drive the developer for finish the requirement. |
| **7** | How do you think Bit Mascot can assist you to achieve your goals for the next quarter? | Make me associated with all kinds of relative projects with regular and necessary follow-ups. |
| **8** | Suggest some ways that you think your manager/team-lead could help you to reach your goals. | Arrange Workshop , Taring Session |

# Section 4: Performance Development Plan

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| Based on the Employee’s Job Responsibilities and KPI, Competency Evaluation, and ‘Review Meeting’ discussion, the following goals have been set for the next three months: | |
| **Goals to be Achieved in Next Three Months** | **Actions to Achieve the Goals** |
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# Signature of the Participants

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Managers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Performance Rating Scale

**[5] Outstanding**

* Reserved for those very rare individuals who clearly and consistently demonstrate extraordinary and exceptional accomplishment in all major areas of responsibility.
* Performance of this caliber is rarely equaled by others who hold positions of comparable scope and responsibility.
* Recognized by others outside their own team as leaders in their field or profession.

**[4] Exceeds Objectives**

* Clearly and consistently exceeds the objectives of the position.
* Shows superior capability and dedication within the context of the role and is well recognized within the team.
* Always meets and frequently exceeds expectations.

**[3] Achieves Objectives**

* Performance that meets objectives consistently across all areas of major responsibility.
* It reflects good, solid performance normally expected of those who have the education, training, and relevant experience for the job.
* Demonstrated values and behaviours are always appropriate to any given situation.

**[2] Developing**

* Agreed objectives and outcomes have only been partially achieved or met.
* Demonstrates positive development towards operating at a competent level.
* Performs relatively well, but still has room for improvement in meeting all the requirements of the role.

**[1] Improvement Required**

* Consistently performs below the requirement of the role and requires immediate improvement.
* Demonstrated values and behaviours may or may not be appropriate to any given situation.
* Requires significant improvement in order to meet the requirements of the role.