

## **Refundo Performance Evaluation**

<b>Employee Name: (Last, First)</b>	Quenta	Leonardo
<b>Rating Period:</b> 7/1/14 - 6/30/15		
<b>Type of Evaluation:</b>	<u>  </u> Annual	

<b><u>Evaluation Criteria</u></b>	<b>Outstanding</b>
<b>Quality of Work</b> <i>Consider thoroughness, accuracy, and organization or work completed.</i>	
<b>Quantity of Work</b> <i>Consider amount of work produced or performed and efficiency of resources and time.</i>	
<b>Job Knowledge</b> <i>Possesses knowledge and skills required to accomplish duties and understands relationship to other job/functions. Continues to develop by taking training classes.</i>	X
<b>Initiative</b> <i>Takes responsibility for determining what needs to be done; strives for self-improvement; participates in training programs; exhibits willingness and ability to accept changes in job responsibility.</i>	
<b>Dependability</b> <i>Puts forth extra effort when needed and approved; performs consistently and reliably.</i>	

<b>Evaluation Criteria</b>	<b>Outstanding</b>
<b>Customer Service</b>  <i>Strives to fulfill expectations of individuals with whom s/he interacts by responding promptly, courteously, and professionally.</i>	
<b>Teamwork</b>  <i>Cooperates and works effectively with others; recognizes, supports, and respects others.</i>	
<b>Attendance</b>  <i>Refrains from abusing leave; is punctual.</i>	
<b>Communications</b>  <i>Ensures oral and/or written communications are complete, clear, and understandable; exchanges information and keeps appropriate people informed; demonstrates listening skills; conveys professional image.</i>	
<b>Task Management</b>  <i>Prioritizes work to achieve departmental goals.</i>	
<b>Decision Making</b>  <i>Resolves day-to-day problems; takes responsibility for and makes decisions within assigned authority.</i>	

**Performance Score Support:**

<b>Evaluation Criteria</b>	<b>Outstanding</b>
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Quality of work:

For taxseason we have implemented a listener with many functions, s  
dashboard are stressed out with many incoming bankapps, the function:

Quantity of work:

Most functions and tasks must be built with minimum spare time, partic

Job Knowledge

The quality of work and precision must be top priority, so i always was  
functions on php.

Initiative

Always proposing new technologies and implement security standards t

Dependability

Tax season is our highest and demanding activity in the year, so we hav  
the next morning

Customer Service

Always ready to resolve team or another refundo employee questions a

Teamwork

Teamwork is crucial for us, so if someone in the team needs help fixing  
finalized and test some other functions built by another person in my te

Attendance

Scrum meetings are on daily order, and other features need to be plann

Task Management

Scrum meetings help us to prioritize tasks with the team, even it includ  
work flows for new dashboard

Decision Making

For the new features need for the dashboard, i always prepare a prototy

### **Recommendations for Improvement:**

Communications

I need to improve my communication skills, asking for complementing ir

### **Employee Comments:**

None at the moment

**Department:** IT

**Position Title:** Software Engineer

**\_\_3 mo. Evaluation**

**\_\_6 mo. Evaluation**

**\_\_Annual Ev**

Exceeds Requirements	Meets Requirements	Needs Improvement
X		
X		
	X	
X		

Exceeds Requirements	Meets Requirements	Needs Improvement
X		
X		
X		
	X	
X		
X		

Exceeds Requirements	Meets Requirements	Needs Improvement
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some main functions like validations and store data are build by me, i probe to be responsive, with others functions with minimal bugs that

ularly in tax season, so i have to build many functions of the listener and

reading tech articles and testing edge technologies, by example, the

o new features, for the new dashboard i have implemented a particular

re to be available the whole season, even on not office hours, to solve

nd issues, promptly by email, particularly in the last season for validation

some data or fixing a bug, even when i don't have the know how, i just ask

ed with the team so it's important that i was present in all the tech meetings

des to pause the actual task that i was doing and help with more important

pe and present it to my team, if it helps they ask me to implement it, and

info or workflows in refundo is crucial, so i will ask for more info and be

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**aluation     \_Performance Probation**

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ovement	Unsatisfactory	Score
		4
		4
		5
		3.5
		4

ovement	Unsatisfactory	Score
		4
		4
		4
		3.5
		4
		4



<b>ovement</b>	<b>Unsatisfactory</b>	<b>Score</b>
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e with precision and quality to solve critical moments when  
t i solved quickly.

and dashboard with little info or time.

ie last taxseason i have tell to my team the benefits of filter

ar REST controller much simpler than the last dashboard.

e some critical functions and bugs and be ready and fixed for

tions and flows.

ump to help whenever they need, in the last month, we have

eetings as possible.

oportant tasks, by example helping to finish documentation or

by example, rest controller.

: better involved in the daily work of Refundo.