

2020: Year-End Performance Summary

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Employee Information

Employee Name:	Michael Rao	Division:	Corporate & Funding Technology
Level:	Associate (Professional)	Department:	P&L CONTROL TECHNOLOGY
MSID:	75NVL	Location:	New York
Manager:	Gayatri Sonie		

Manager Evaluation Instructions

The Year-End Performance Summary is intended to give the employee a clear assessment of their performance during the year. It also informs compensation and promotion decisions.

When writing the summary, managers are expected to consider all inputs from the *Employee Performance Dashboard*, including the employee's goals, self-evaluation, 360 Feedback, contributions to Firm culture and feedback from the Firm's risk management, conduct and control functions. In addition, the evaluation should consider feedback from any co-manager(s) as well as your own observations.

What You Need to Do

1. Review all of the information provided regarding this employee.
2. If applicable, contact the employee's co-manager(s) to obtain feedback on the employee's performance, including in relation to their conduct, behaviors and contribution to the Firm's culture.
3. Write and submit the completed summary in the Performance Evaluation system, taking into account the wider inputs and feedback from the 360 review and the employee's co-manager(s), if applicable.
4. Meet with the employee to discuss your feedback.
5. Send the final summary in the Performance Evaluation system for the employee's signoff.

Review these **quick tips** on writing a Year-End Performance Summary.

Performance Assessment

1. Describe this employee's contributions relative to their goals and your expectations.

While working on Shareworks, E*TRADE, FANOTES and other deliverables in 2020, Michael has demonstrated his ability to multi-task, understand and execute each deliverable responsibly, works hard and provides the results in a timely manner. If he gets a hint of delay in his deliverable or has any concerns, he is comfortable to raise hand and update the team. He can be absolutely trusted with his quality of work. He exceeds teams expectations and is well liked by his peers and business users. Below is some of the key feedback received for his performance this year by colleagues and Finance -

One important attribute that really differentiates Michael, I think, is that he has a solid understanding of accounting/business which makes it very easy to communicate with him, he understands the underlying issues at hand and he is able to resolve them quickly. Michael is well-organized, technical and thoughtful about resolving outstanding IT issues and making valuable and informative suggestions.

Michael is a very analytical and dependable member of the team. He provides critical updates to his work deliverables and solutions for FCG. His technical experience is vast and respected within the team.

Michael's understanding of system is invaluable. His understanding, direction & communication with targeted teams made the task relatively seamless.

Two traits that I really appreciated about Michael were his helpfulness and his honesty. No matter how often the requests are made to Michael, he executes that in a timely manner. In addition, he is also very upfront with the team if he cannot fulfil the request, letting us know that he was unable to help with the query with explanations as to why not.

Michael is a quick learner and easily grasps the underlying issues. He is inquisitive which helps him to explore all the possible solutions for a task.

Michael is excellent at solving issues. He will research a problem and provide excellent, workable solutions. He has proven to be a valuable member of the technology team.

2. Considering this employee's 360 feedback and your own observations:

a) List the adjectives that you believe best describe this employee.

Hard working, Detail-oriented, Effective, Helpful, Knowledgeable

b) Highlight the attributes that most differentiate this employee.

Michael is smart to understand the priorities of the task he takes upon himself and has good understanding of when to execute them in parallel.

c) Share advice and/or feedback to help this employee improve their effectiveness.

Michael should continue with his good work and try to take onto more leadership roles.

Overall Assessment: Your responses will be visible to the employee.

Please provide overall assessment ratings on this employee as input to the compensation decision making process. Consider any performance or conduct matters in the Employee Performance Dashboard when selecting a rating.

Rate each category by selecting: Exceeds Expectations / Meets Expectations / Needs Improvement

1. Performance and Contributions

Rate this employee's overall performance relative to their goals and your expectations.

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

2. Culture and Leadership

Rate this employee's demonstration of the Firm's values (Do the Right Thing | Put Clients First | Lead with Exceptional Ideas | Commit to Diversity and Inclusion | Give Back) relative to your expectations.

- ☒ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

2021 Preliminary Goals (Optional)

Recommend preliminary 2021 goals for this employee. The employee should update their goals throughout the year as business-unit-specific and individual goals are further defined.

NO GOALS ADDED

Manager Acknowledgement

- ☒ By checking this box, I confirm that I have considered the information provided in the Employee Performance Dashboard when completing this Year-End Summary and that (if applicable) I have discussed the feedback with the employee's co-manager.

Signature

Submitted By: Gayatri Sonie (40JRW)

Employee Acknowledgement

I acknowledge that I have reviewed this Performance Summary and discussed it with my manager.

Employee Name: Michael Rao

Comments

2019 Goals

Includes goals previously entered in the Performance Evaluation system in 2019

Goal Name: Communication

Category: Others

Goal Type: Business

List the actions measures and deliverables:

Learn to communicate better with teammates and clients

Goal Name: Development

Category: Others

Goal Type: Professional Development

List the actions measures and deliverables:

Learn to code in Angular and Python