**2020 Employee Performance Appraisal**

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| **Employee Name:** |  | **Date of Review:** |  |
| **Reviewer Name:** |  |  |  |

**Instructions to employee:** The assessment period is January 2020 through December 31, 2020. Those hired after September 1, 2020 will not be included in this formal review process.

Please evaluate yourself in the following categories by adding comments in the “Employee Comments” section. Use the definitions included in each category as guidelines for your assessment. You do not need to comment on every bullet point unless relevant to your strengths and/or development areas.

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| **Business Skills** |  |  |  |  |  |
| * Applies knowledge of business to achieve desired business results in a timely and effective manner for the company, its customers and partners * Uses appropriate analytical skills in making a decision * Demonstrates a strong understanding of the population health space, competitors, and partners | | | | | |
| **Employee Comments:**  Completed the employee training on user archetypes and competitors. I continuously research in the areas of healthcare, wellness and information systems. Have reviewed on-line information around Blue Button data formats in pages such as these: https://bluebutton.cms.gov/assets/ig/index.html.  **Reviewer Comments:** | | | | | |
| **Technical Skills** |  |  |  |  |  |
| * Demonstrates technical skills and understands technologies required to perform duties * Translates business requirements into technical specifications and working applications * Suggests improvements to application of technology in own work area and projects * Completes work in a high-quality fashion (i.e. neatness, accuracy, attention to detail) | | | | | |
| **Employee Comments:**  Contributed to Insights validations for the Snowflake transition. Made some fixes: i.e; DAS 959 add additional order by fields to partitions. Working on a list by table that outlines the bug fixes.  During the last data load for MDPCP, I updated the ODS configs to accommodate changes and created the DAS ticket for it (DAS 949 new versions of MDPCP bened ODS configs) and assigned it to myself. Created the DAS ticket for the staging config modification as well. For MDPCP, I also created a python script that would identify zip corruption issues. Created a ticket on this for engineering to automate and incorporate in workflow.  Created a python script that would pivot member month data.  Worked with Marc Simon in creating a new automated QA test.  Picked up a Blue Button technical skill around validating Blue Button technical messages with VS Code by reviewing information here: https://www.youtube.com/watch?v=HdPyV6ggGA4&t=202s  **Reviewer Comments:** | | | | | |
| **Project Management** |  |  |  |  |  |
| * Understands requirements of project and tasks at hand * Identifies timelines and expectations of individual and/or team member work assignments * Manages work effort (individual, team, and partner) to meet project deadlines * Accounts and plans for potential disruptions to project plan * Demonstrates fiscal responsibility, such as cost awareness and control * Completes assignments and meets schedules/deadlines | | | | | |
| **Employee Comments:**  Have followed along with confluence page project plans for MDPCP and Change. Created confluence pages of my own around QA checks and MDPCP file auditing (shared with Member Services).  **Reviewer Comments:** | | | | | |
| **Problem Solving** |  |  |  |  |  |
| * Researches and documents facts to resolve problems * Takes initiative in problem solving and making sound decisions * Identifies impact of problems on other people, functions or issues * Acceptance of personal responsibility for problem resolution | | | | | |
| **Employee Comments:**  I’ve researched various SQL techniques on-line to complete ODS configuration tasks. As mentioned, I’ve researched Blue Button formats and how to validate them on-line as well.  I initiated a table creation: ODS.MDPCP\_STAT the I’ve used successfully to identify issues that particular practices are having with ODS.MDPCP\_PTBPHY files where there’s a discrepancy between stated volume and actual volume.  **Reviewer Comments:** | | | | | |
| **Communication** |  |  |  |  |  |
| * Keeps appropriate individuals informed of issues * Communicates effectively with all levels of employees and external parties * Influences others’ opinions and perspectives to gain consensus * Uses appropriate language and terminology for audience in both written and verbal communications * Produces high-quality written communication (documents, deliverables, reports) | | | | | |
| **Employee Comments:**  Besides communications mentioned in Teamwork, I often communicate with Members Services’ teammates like Timmy and Jackie. I believe they are satisfied with my contributions around QA/Swaps and MDPCP. During Sprint Retros, I’ve made some suggestions the company has taken up such as the need for some levels in the organizational structure and the need to develop some org-wide employee training in Blue Button.  **Reviewer Comments:** | | | | | |
| **Teamwork** |  |  |  |  |  |
| * Fulfills own role as a reliable team member and assists other team members when necessary * Develops constructive working relationships with team members to achieve OKRs * Contributes and solicits creative ideas and recommendations throughout projects/initiatives * Contributes to and supports the decisions of the team * Contributes to a positive and productive work environment * Attendance and dependability * Welcomes help and proactively offers help to others in need | | | | | |
| **Employee Comments:**  Participated with team in interviewing for Data Scientist and Visual Data Analyst positions. Participated in many swaps. During CareJourney Town Halls, I’ve presented sprint efforts of the Data Services Team.  Worked with teammates across functional areas like Jian and Brian in creating staging and ODS configs and in learning how to commit these to our repo and make PRs. Communicated with Veena and recently Marc Simon on automated QA focus areas. Marc developed a new org count by load period automated report based on my feedback.  **Reviewer Comments:** | | | | | |

# Development Plan

*The Development Plan should be created jointly by the employee and his/her manager to establish development OKRs relating to furthering the employee’s career and professional growth at CareJourney.*

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| **Development Objectives** | **Key Results** | **Timing** |
| * Identify the skills that the employee will develop or enhance * Should be specific in terms of what the employee needs to achieve | * Identify the set of activities you would like to complete to support the development objective | * Determine timing of when the OKR must be met or the activity will occur |
| Become more fluent with python and VS Code to be able to contribute more with automation |  |  |
| Become more fluent with Tableau to address front and bugs and to use in QA tasks. |  |  |
| Develop analyst skills to explore incorporating new data sets from an analyst perspective.  A specifically example is: to learn about Change data by reviewing Jira tickets, confluence documents and doing QA. |  |  |
| Develop stronger SQL skills in frequently used techniques: array agg, array overlap, TABLE(FLATTEN(ARRAY\_CONSTRUCT |  |  |
| Develop confidence in skills sets and proceed on assigned tasks with confidence and speed. |  |  |
| Further my knowledge and understanding of git. |  |  |

# Operational Key Results Summary

*List below 4 – 6 individual OKRs with regards to your contribution to the growth of CareJourney in 2021 and its company-wide OKRs.*

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| --- | --- | --- |
| **Objective** | **Key Result** | **Timing** |
| * Qualitative summary of individual operational OKR | * Specific operational/financial milestones and/or lifts | * Major milestones and expected completion date of OKR |
| Contribute to organizational improvement discussions ether at Retros, DADs meetings or offline with supervisors |  |  |
| Continue to support Agile teams: data services, swat and organizational teams: Member Services and MDPCP |  |  |
| For certain tasks (tickets) that have been assigned to me but where I have limited background (like Tableau fixes, Effective Claim Logic QA) become more insistent on asking for help so that tickets don’t pend too long. |  |  |
| Try to remain unphased and confident during high stress times (like prior to a swap or a system transition i.e. snowflake insights transition) |  |  |
| Identify how I can get the most from my Strength Finder attributes and where I can collaborate with teammates who have strengths that compliment mine. |  |  |
| As I mentioned in a Retro, I’d like to contribute to the hand-off with new staff handling QA. |  |  |

*Please sign below.*

**Reviewer:**

Reviewer Signature Date

**Employee:**

Employee Signature Date