**Employee Performance Appraisal**

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| **Employee Name:** | Michael O’Connor | **Date of Review:** |  |
| **Reviewer Name:** | Chris Lester |  |  |

**Instructions to employee:** For the period starting prior to September 1, 2019 to the present, evaluate yourself in the following categories by adding comments in the “Employee Comments” section. Use the definitions included in each category as guidelines to your rating, but do not feel compelled to comment on every single 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:**  Interested in seeing where healthcare goes in terms of policy and financing and if latest initiatives are impactful. After a full career in the field, would like to see real impact and I continuously research for proof of this. Remain committed to growing my knowledge of healthcare, wellness and information systems.  **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:**  Picked up some skills in python, learned as a result of getting more time in the day while telecommuting. Utilized this ‘novice’ skill many times such as when conditionally formatting PI member month reports and when creating very long configs for mdpcp file types. Trying to do the same with Tableau so can address bugs better. As I’ve picked up responsibilities for creating configs, I had opportunity to practice with git and so understand that more too.  **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:**  In one case, when creating an ODS configs, I researched the snowflake equivalent SQL syntax to our existing presto SQL. SQL was fairly complex with syntax like: TABLE(FLATTEN(ARRAY\_CONSTRUCT(…….  Take personal responsibility in clarifying active orgs for PI and NA so that QA checks have and expected that I can compare to an actual.  **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 who I believe are mostly satisfied with my contributions around QA/Swaps and MDPCP.  **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 goals * 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 a Visual Data Analyst position. Participated in many swaps after hours. During a CareJourney Town Hall, I 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 bugs |  |  |
| Develop analyst skills to explore new data sets from an analyst perspective |  |  |
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# Operational Goals Summary

*List below 4 – 6 individual OKRs with regards to your contribution to the growth of CareJourney in 2020 and its company-wide OKRs.*

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| **Objective** | **Key Result** | **Timing** |
| * Qualitative summary of individual operational goal | * 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 |  |  |
| For certain tasks (tickets)that have been assigned to me but where I have limited background (like Tableau fixes) become more insistent on asking for help so that tickets don’t pend too long. |  |  |
| Try to remain unphased and keep perspective during high stress times (like prior to a swap when I lost Presto access because of clean-up updates done to Active Directory). |  |  |
| 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. |  |  |

*Please sign below.*

**Reviewer:**

Reviewer Signature Date

**Employee:**

Employee Signature Date