**Annual appraisal interview**

**Employee Form**

2019-2020

**Interview date**: DD/MM/YYYY

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| **Interviewee** | | | |
| **Last name:** | KHARAZI ESFAHANI | **Position:** | Technical Project Lead | |
| **First name:** | Mohsen | **Seniority in the position:** |  | |
| **Department:** | IT | **Seniority in the company:** |  | |
|  | | | | |
| **Interviewer** | | | |
| **Last name:** | Siddeeq | **Position:** | CTO | |
| **First name:** | Shaheer Muhammad | **Department:** | IT | |

**Position’s key responsibilities and scope**

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| The Technical Project Leader leads a team on project basis. Through coaching and mentorship, the Technical Project Leader guides the teammates on development efforts to deliver high quality Card Management System (Fuel, Loyalty and Gift Card) within project scopes and scheduled time frames.  1. Translate Business Functional Needs into Technical Brief.   * Understand business requirements and translate business functional needs into highly specified technical brief. * Plan Project timeline and deliverables with Business Solution Team. * Define and assign technical tasks to project teammates and monitor project progress. * Define and document system gap analysis with other teams. * Identify and assists on technical specifications / proposals as and when required. * Work closely with other teams (Business Development, Architecture, Support and Infrastructure / Hosting) to achieve common understanding and to ensure project delivery is smooth.   2. System Development Lead.   * Be a technical mentor / coach to developers and ensure they execute their assigned tasks according to the business needs and timeline. * Contribute to programming development of the technical competence as and when required. * Maintain effective and cooperative working relationships with teammates. * Monitor system bug progress raised by quality assurance team. * Participate in internal project progress meeting.   3. System Implementation Lead.   * Provide system functionality training, workshops and prepare troubleshoot guideline to helpdesk / support team. * Lead the system implementation phase of testing and production environment, which include installation setup and data migration. * Carry out a high level testing plan on post-installation with diagnostic steps and identify problem root cause if any. |

**Context & exceptional events of the year**

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| Circumstances/changes that had an impact on regular responsibilities |

**2019 REVIEW : PERFORMANCE APPRAISAL**

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| **Quantitative objectives** | **Assessment of objectives fulfilment**  (vs. KPIs set last year) | **Target (%)** | **Result (%)** |
| **EBIT Cardtrend** | EBIT Actual 2019 > EBIT Budget 2019 | 15 % | 15 % |

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| **Qualitative objectives** | **Assessment of objectives fulfilment**  (vs. KPIs set last year) | **Target (%)** | **Result (%)** |
| **Technical Delivery**   * Exhibit understanding of business requirements and translate system FIT and GAP into highly specified technical brief / document. * Ensure assigned tasks are delivered in a thorough, accurate, and timely manner that achieves expected and required outcomes. * Ensure check-in check-out source code in GIT repository, and manage the branching * Follow Organization Best practices for coding aligned with Platform Development framework, structures, agreed naming convention, adding comment, and writing technical document in Jira and Confluence. | * Delivery On Scope * Delivery On Time * Review and Provide Release Note for Deployment detailing process of clean implementation of code, services, SQL where applicable with rollback plan, Diagnostic of delivery for ITO smooth handover and transition. * Review and implement source code version control standards(Branching, Code Ethics etc). * Document, Develop and maintain applications, interfaces and batch services according to the coding standard and pre-defined architecture / design. | 30% |  |
| **Technical Project Lead**   * Lead and manage the technical development team and ensure successful execution of all tasks of technical development within the scope of functional quality / project timeline as agreed with clients. |  | 15% |  |
| **Professional / Technical Knowledge and Skills**   * Display positive, cooperative attitude and willingness to share knowledge with others, team work, simple and effective communication. * Effectively adapts to change with new ideas, process even in the most difficult job situations. * Work closely with Technical Leads on the platform designs. |  | 15% |  |
| **Customer Focus and Support**   * Exhibit concern for the tickets raised by customer and business support; proactive to handle multiple responsibilities in an effective manner. * Ability to understand and resolve challenges considering all areas of impact rather than resolution via case by case basis. | * Support to Business and Support Units in compliance to SLA | 10% |  |
| **Reporting**   * Present periodic and quality reporting of project progress and technical tasks through written document and verbal discussion. | * Meeting Minutes of all discussions to confirm scope of requirements * Manage JIRA Timesheet log for Team assigned | 10% |  |
| **HR Rules and Policies**   * Compliance to organization human resources rules and policies. | * Follow Employee Code of Conduct | 5% |  |

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| **Total =** | **100%** | % |

**Overall comment on objectives fulfilment**

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**2019 REVIEW : SKILLS APPRAISAL**

**Behavioral skills required for the position**\*

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| --- | --- | --- | --- | --- | --- |
|  | **Highly**  **skilled** | **Skilled** | **Skills partly**  **acquired** | **Skills not**  **acquired** | **Comments** |
| **Analysis** |  |  |  |  |  |
| **Autonomy** |  |  |  |  |  |
| **Commitment** |  |  |  |  |  |
| **Communication** |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |
| **Innovation** |  |  |  |  |  |
| **Inter-personal Skills** |  |  |  |  |  |
| **Organization** |  |  |  |  |  |
| **Result-orientation** |  |  |  |  |  |
| **Stress Management** |  |  |  |  |  |

\* Examples of behavioral skills are available in the appendix

**Technical skills required for the position**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Highly**  **skilled** | **Skilled** | **Skills partly**  **acquired** | **Skills not**  **acquired** | **Comments** |
| **Platform** |  |  |  |  |  |
| **SQL** |  |  |  |  |  |
| **ASP.NET / MVC** |  |  |  |  |  |
| **C#** |  |  |  |  |  |

**Embodying Group values**

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| --- | --- | --- | --- | --- | --- |
|  | **Deeply**  **exemplifies** | **Exemplifies** | **Partly**  **exemplifies** | **Not**  **exemplifies** | **Comments / Example of behaviours** |
| **Passion for customers** |  |  |  |  |  |
| **Respect** |  |  |  |  |  |
| **Imagination** |  |  |  |  |  |
| **Simplicity** |  |  |  |  |  |
| **Entrepreneurial** |  |  |  |  |  |

**Overall annual appraisal for 2019**

Given the fulfillment of job responsibilities & 2019 objectives, and given the skills appraisal, the holder of the position:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A: significantly exceeds position’s**  **requirements** |  | **B: meets position’s requirements** |  | **C: partially meets position’s requirements** |  | **D: does not meet position’s requirements** |

**PREPARING 2020 : SET GOALS FOR INDIVIDUAL PERFORMANCE**

***Group Guidelines for Individual Goal Setting – Related to Individual Performance***

***Applicable for All Edenred Employees***

*You need to set* ***5 goals*** *(4 job-related goals + 1 behavior-related goal).*

*The* ***Behavior-related*** *objective should count for* ***20%*** *of the global weighting that cannot exceed* ***100% overall****. These guidelines apply for all employees. Please note that* ***collective quantitative objectives*** *(i.e linked to EBIT criteria) should* ***not be included in the section below****, dedicated only to individual performance goals.*

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| --- | --- | --- | --- | --- |
|  | **Job related objectives** | **Description Key Performance Indicators** | **Due Date** | **Target (%)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | **Behavior related objective** | **Description** | **Due Date** | **Target (%)** |
| **5** |  |  |  | **20** |

|  |  |
| --- | --- |
| **Total =** | **100%** |

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| **General comments related to 2020 objectives** |

**PREPARING 2020: CAREER WISHES &**

**INDIVIDUAL DEVELOPMENT PLAN**

**Career wishes**

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| **Interviewee’s career wishes** | **Description of career wishes (upwards, transversal, expertise…)** |
| Short term  (0 to 18 months) |  |
| Medium term  (3 years) |  |

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| **Geographic mobility?**  (if yes, specify targeted geography + timing) |  |

**Individual development plan**

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| --- | --- | --- | --- |
| **Training requirements** | **Individual development needs** | **Expected results** | **Development actions (training, project…)** |
|
| To fulfil requirements and annual objectives of current position |  |  |  |
| To prepare career wishes |  |  |  |

**OVERALL COMMENT, FEEDBACK & SIGNATURES**

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| **Interviewee’s upward feedback to direct manager & comments** |
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| **Interviewer’s (direct manager) comments** |
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| --- | --- | --- |
| **Interviewee’s signature** | **Direct manager’s signature** | **L+2 manager’s signature** |