**EVALUATION FORM**

Date: 22/12/2016

Employee Name: James Kae Waweru

Title: Department: IT

Employment No: UXT-1-001

Evaluation for the period: **January- April 2016**

Supervisor: Hillary Wachira Title: MD

Appraising HR Officer:

**PERFORMANCE EVALUATION**

**1. Goals and Objectives Up to May 2016 Using Set Targets Forms by Employee.**

|  |  |  |
| --- | --- | --- |
|  | **DELIVERABLES** | **TIMELINE/DEADLINE** |
| 1 | **MKONNECT**   * Find a domain name for Mkonnect and host it in its own domain separate from UXT website. * Send text messages on Job match to subscribers via short Code. * Do SEO on new Mkonnect website. * Open Twitter, Facebook, Instagram accounts and link them to the Website. | * 15/01/2016 |
| 2 | **SAUTIDATES**   * Add more images to the home page. * Add login and register functionality with Facebook so we can have more profile pictures for visitors. * Look at our competitor’s site to get a glimpse of what our customers want. * Add functionality to show people who are online. |  |
| 3 | **SKIZA PORTAL**   * Add Mpesa functionality to be able to pay in order to download skiza. * Add more content to the portal. * Open Social media accounts and link to the website * Launch the website. |  |
| 4 | L**OAN APP**   * Re-evaluate the requirements of the application to determine whether it is viable. |  |
| 5 | **CHAMPAIGN MANAGER**   * Design interface and Collect all the requirements to start development process. |  |
| 6 | **PROCUREMENT APPLICATION.**   * Test the application and forward recommendations to the developer. |  |
| 7 | **CLOUD SERVERS**   * Procure cloud Server from HP. * Migrate all our databases and code from the datacenter. * Configure and test our services from Safaricom. |  |
| 8 |  |  |
| 9 |  |  |

**2. Achievements, Accomplishment, Responsibilities Completed by Employee In the same period.**

|  |  |  |
| --- | --- | --- |
| **Targets 2016** | **Completed be Employee** | **Completed by Supervisor** |
| Changing Mkonnect to focus on Jobs only. | * Made an algorithm to do job matching between employer and job searcher and send text message on match via short Code. * Worked on the backend to connect the application with the database. * Designed the Database of the application. |  |
| Cv writing and Interview Tips | * Design the interface for the administrator to add content and to be able to manage the application. * Added content to the applications |  |
| Bulk Application Development | * Added a functionality to the website to enable customers to confirm before send bulk sms * Added functionality to be able to sort contacts via group name and send to contacts by selecting specific contacts. |  |
| Application Web Server for Malik. | * Added Job application Functionality. * Configure an interface for admin to view all the applications and download in pdf format. * Made a functionality for application to send unique Code to the applicants for tracking their applications. |  |
| Procurement Testing | * Tested Procurement application and gave recommendations on how to improve it. |  |
| Skiza Portal | * Completed skiza portal and now pending Safaricom Contract to upload more content and launch the application. |  |
| Uzazi and Amaica Application Testing. | * Tested the applications and gave recommendations on functionalities not yet implemented and were on the original agreement. |  |
| Server Update | * Did a research for the best php version to update to avoid backward incompatibility and our applications crushing. |  |
| Support | Did software support for our customers by helping configure bulksms api. |  |

**3. Evaluation on Employee Achievements, Completed by the Supervisor**

**STRENGTHS AND AREAS FOR DEVELOPMENT BY SUPERVISOR**

**a) Strengths**

**b) Areas of Development**

**b) Career Development Plan**

**c) Goals and Objectives for the next Evaluation**

Other than focusing on overall objectives set for the year, the following areas require special attention before the next evaluation/appraisal:

**PERFORMANCE FEEDBACK**

1. **Employee Feedback**
2. **POSITIVE**
3. Good Committed and hardworking team.
4. Good Working environment.
5. Good team spirit.
6. Good team management.
7. Increase in experience handling company operations.
8. Learning new skills Like SEO
9. **CHALLENGES**
10. Limited or low internet connectivity.
11. Poor implementation process for applications.
12. Server downtimes slowing down software production and bad feedback from customers.
13. **RECOMMENDATIONS**
14. Allocate budget to the Developers and Marketers for the implementation phase.
15. Have marketers getting IT problems from companies so that we can provide software solutions.

**b) Comments by Supervisor**

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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