**EVALUATION FORM**

Date: 22nd December 2016.

Employee Name: Rufus Nganga Kahuko

Tittle: Department:

Employment No: UXT-1-002

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.**

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| --- | --- | --- |
|  | **DELIVERABLES** | **TIMELINE/DEADLINE** |
| 1 | **Sautidates**   * Complete SEO. * Upgrade the Homepage. * Review Price structure on the live chat feed. |  |
| 2 | **Mkonnect**   * Configure its domain name with the index file. * Organic SEO and Add words. * Configure the short code 2284 for tips and 2274 and for job search with mkonnect’s site URL. * Come up with a Price Structure between us [UXT] and HR firms after we have a database of Job-seekers. |  |
| 3 | **Skiza Portal**   * SEO skiza portal page. * Add MPESA integration to it for those that buy albums or individual song. |  |
| 4 | **Procurement Web Application**   * Review Jeremy’s changes on it. * Price Structure packages regarding license for SME. |  |
| 5 | **Configure our Cloud Servers.**   * Configure all our products databases to suit our cloud server’s configurations. * Test the peer to peer connection between us and Safaricom for the Bulksms product. |  |
| 6 | **My Champaign Manager**   * Design a prototype of the Mobile App from the project’s deliverable’s report. * Fully Develop My Champaign Manager APP after the prototype design is reviewed. |  |
| 7 | **Develop Applications and solutions to our customers.** |  |

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

|  |  |  |
| --- | --- | --- |
| **Targets 2016** | **Completed be Employee** | **Completed by Supervisor** |
| S.E.O Sautidates  Upgrade Sautidates Homepage- the section after the slider and before the footer | On going |  |
| Cloud Server’s Report | Researched and gave a report regarding the cost reduction for the same server service between Komtech and the cloud server’s including the upgrade in specs and downtime resolutions and comparison between the two. |  |
| Review Reeju’s and Joseph work regarding Sautidates website added features like the live chat and the Mobile App, MPESA integration, Manual Rating. | Reviewed and gave recommendation especially on the live chat, Joseph decided to redo the website plus the mobile app because of integration issues. |  |
| Uzazi Web Application and Mobile Application Review. | Reviewed the Mobile App and the web Application and gave recommendations of them to be implemented by Jacob shavia who developed them. |  |
| Bodaboda Tracker test. | Completed Testing of the tracker alongside Elly Ruuri, James and Hillary, came to the conclusion that the first tracking company has issues with configuration. |  |
| Procurement Web Application Review. | Completed reviewing the procurement web application, gave recommendation for it to be improve, to make it user friendly. |  |
| Job Application portal on Malik’s website, to appear with a unique code and as a pdf on his email account. | Completed adding a job application functionality on Malik’s website, with a unique code per job-registration and the application to appear on his end as a pdf.  Completed configuring his webmail to send emails to any job application with a unique form id that they used when applying online. |  |
| Scrum and Agile Methodologies. | Introduced Scrum and agile methodologies and an online reporting system which is Trello. |  |
| Mkonnect Redesign | Completed redesigning Mkonnect to segment it to only focus on Jobs as it was too bulky and not targeted to a particular class in the market, with a job portal for Job seekers to create their profiles and auto-match them with an employer. |  |
| Skiza Portal | Completed developing skiza portal for upload and download of the songs we have on skiza. |  |
| Upgrading UXT website | Completed upgrading UXT’S website. |  |
| Bulk Email | Completed Bulk email but came to the knowledge that the email used to broadcast other emails would be blocked by ISP’s since you require a unique license to broadcast bulk emails. |  |

**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**

**a)** **Employee Feedback**

1. **POSITIVE**
2. Good Working Environment.
3. Team has learned scrum and agile methodologies.
4. Creative Team.
5. Committed Teamwork.
6. Gaining Experience.
7. **CHALLENGES**
8. Server Downtime which leads to complains to our esteemed clients.
9. Slow Internet Connection and downtime.
10. Projects done by third parties should document their code for to make it easy for us to troubleshoot in case there is a downtime or need to upgrade.
11. Clear Layout of Projects.
12. **Recommendations**
13. Turn UXT to be a solution service center as well so that we not only earn revenue from selling our own products but also develop solutions for other companies.
14. Set a standard price tag for any solution we develop to our clients so that we have a market standard as a solution center. For example we should only develop solutions for not less than sh.50,000 0r 100,000.

**b) Comments by Supervisor**

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

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

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