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| Employee Year-End Performance Appraisal |
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| **Employee Name:** | **Employee ID:** |
| Hang Senghong | T157 |
| **Department:** | **Team:** |
| TC | Iris |
| **Join Date:** | **Job Grade:** |
| 16 July 2023 | T3/8 |

Guidelines to Year-End Review Process

1. **Purpose**

Performance Review is held to measure Employee's attitude, performance, and progress in the past 6 months, and to provide direction and encouragement to the Employees.

1. **Procedures**
2. HR sent Employee Performance Appraisal Form to Employees who need to join performance review on **11 October 2024.**
3. Employees submit the duly completed form to Wuu and cc your Team Lead & Department Manager by **24 November 2024**.

CAS, BOS – James Huo, Kelly Wu  
NOC, MIS – Albert  
Finance & HR – Ron  
Pilot Team – Eric, Jason Hung, Spark

1. Wuu and Team Leaders review with the Employee by **31 December 2024.**
2. At the end of the reviewing period, Wuu will issue HR letters including Promotion letters to the Employees, if any.

SWOT Analyze

By analyzing your strengths, weaknesses, personal opportunities, and potential threats can you further identify the right direction, improve yourself, correct your mistakes, and overcome obstacles. Please fill out the form below for a personal SWOT analysis.

For your reference, <https://www.mindtools.com/aaiakpy/personal-swot-analysis>

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| Strengths | Weakness |
| * Adaptability to change * Analytical and Logical Thinking * Communication | * Time management skills * Find the issue or root cause related to Back-end skill like checking log or database record |
| Opportunities | Threats |
| * Remote and Flexible Work * Learning from Teammates and Company Planning |  |

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| **Performance Review Form** | |
| The purpose of your Performance Review is to focus on how we can work together more effectively in the future to enhance performance and to improve job satisfaction. | |
| **A.** | **Work Performance** |
|  | **How well do you think you have performed over the past 6 months?** Consider both successes and areas for improvement. |
|  | **Achievements** |
| * I learned and improved a lot of front-end skills * Improved thinking of process and logic * I have been learned a lot from support like communicate skill, tracing code and it also push me to learn about domain knowledge * I can do on BE project with a small feature | |
| 1.2 **How do you feel about your progress in the last six months, and in which specific areas do you believe you have made advancements?** | |
| I supper excited that I can move to work with development team and pass the probation. I also learned a lot from team especially I focus on front-end skill that I observed myself have improved a lot with this skill. During these 6 months I also have the opportunity to learn about the back-end process that I can tracing to found the problem. Even though I’m not fast to find any issues but I am so proud of myself. | |
| **B.** | **Objectives** |
|  | **Were all your previous objectives in Quarter 3 & 4 met?** |
|  | **Please provide details on your objectives for Quarter 3 and the status of each.** |
| I successfully transitioned from QA to a developer role, which allowed me to learn a lot about the new team's workflow, especially improving my front-end skills and gaining some experience with backend projects | |
|  | **Please provide details on your objectives for Quarter 4 and the status of each.** |
| In Quarter 4, I was able to support independently and further improve my front-end skills. However, I wasn't able to complete my goal of improving my backend skills, I have gained some understanding of the structure and a little bit of coding. | |
|  | **What factors prevented you from meeting these objectives, and what steps can we take to ensure it doesn't happen again?** |
| The factors preventing me from meeting my goals are primarily related to time constraints.   * If possible, I would like to receive step-by-step training for each feature. * Continuing to work in pairs would also be beneficial. * Additionally, learning often requires personal time, which should be self-driven and not forced. | |

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|  | **Please list your objectives in Quarter 1 & 2 in 2025.** |
|  | **Quarter 1** |
| * Further improve proficiency in TypeScript * Further improve the support process by streamlining workflows and increasing efficiency * Enhance skills in tracing and debugging code to identify and resolve issues more effectively * Learn more about .Net and SQL | |
|  | **Quarter 2** |
|  | * Develop the ability to write complex SQL queries to extract and manipulate data as needed * Could be able to implement back-end and front-end features independently |
| * 1. **What development and trainings you need to achieve these goals?** | |
| My goal is to dedicate time to learning, and I need the team's support to achieve this. This includes providing time or opportunities to learn, as well as resources to track my progress and ensure the quality of my work. | |
| **C.** | **Communication** |
|  | **Please comment on communications within:** |
|  | **The company (i.e. Company Direction, Mission, Vision, and Values)** |
| Our company is committed to delivering products of high value also push the ability of employees. | |
|  | **Department/Team (i.e. Dept objectives/goals, Career Progression, Working Style)** |
| The communication in the team, across team and with different department are good because we use Jira tool management and slake channel for commutation, that why have the referent and alert to all member that related to know the information and one more we always have all hand meeting every months that able the member to say something by face to face. | |
| **D.** | **Employee Well-being** |
|  | **Could you share any frustrating, difficult, or upsetting situations you've encountered in your role over the past six months? Please describe the circumstances and how they impacted your work experience.** |
| For these six months, I never found the big difficult that impact to my work flow. | |
|  | **Can you describe the moments when you feel a sense of achievement in your job? What aspects of your duties contribute most to this feeling?** |
| When I achieve success in my job, I feel genuinely happy because each accomplishment is the result of teamwork. The team lead plays a significant role by guiding us, the development team members contribute their expertise, and the Product Owner ensures we have clear and well-defined requirements to follow | |
|  | **How do you perceive the recognition and appreciation of your work and achievements within the organization? Are there specific instances where you felt particularly valued or overlooked?** |
| I appreciate my current work because I have the opportunity to help the team implement features for delivery to customers. Even though we occasionally face issues, I always take responsibility for the tasks I handle. While working, I actively contribute to discussions with the team to improve our processes and ensure that we meet the requirements correctly. | |

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|  | **How would you assess the skill levels within our team? Are there particular strengths that stand out or areas where you feel improvements are necessary? Please share any specific observations or experiences that illustrate your views.** |
| I think the current work flows there are good because we have prepared the planning before do implementation. And we also have discussion about the ticket issue to found the root cause to prevent it. The company also provides opportunities for employees to work in pairs, helping them develop their skills and become full-stack developers. | |
|  | **How do you feel about your current work environment and responsibilities? Are there specific areas or processes you think could be improved? Please feel free to share any suggestions or thoughts you have.** |
| I feel good about the current work environment. The company provides lunch, and the workspace area is very comfortable. | |
|  | **What are your thoughts on your current workload and the amount of overtime you work? Do you have any suggestions for how these aspects of your job could be managed better? Please feel free to share any other comments or ideas you have about your work environment or job responsibilities.** |
| I am able to accept the current workflows, and I don't have any ideas to modify. | |
| **E. Peer Review** | |
| **Imagine you have 100 points to distribute based on the contributions of your team members, including yourself. How would you allocate these points? Please explain your reasoning behind the distribution and any factors you consider when evaluating each team member’s contribution.** | |
| For my consider I will separate the points by consider such as - PO 20 points, because provide the clear requirement, and receive the feedback and make decisions. - DA 15 points, is give the complex data analysis of the feature.  - DM 75 points, the DM I think have include with the many team such as Development team, QA, and design team, so for this point I will give to Development team 43points implement the feature in the system and Design 15 points for helping create the UX/UI and attention to details, and QA also 15 points that help write the cases and report the bugs. | |

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**For Reviewer Use**

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| **Please provide comments on the above recommendations, if any.** | | | |
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| **Reviewer’s Name:** |  | **Signature:** |  |
| **Designation:** |  | **Date:** |  |

**For DM & HR Use**

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| Job grade | * Remain | * Adjust\_\_\_\_\_\_\_\_\_\_\_\_ |
| Salary | * Remain | * Adjust\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job title | * Remain | * Adjust\_\_\_\_\_\_\_\_\_\_\_\_ |