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Description automatically generated

performance review

template for software engineer

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|  |  | software engineer performance review template |

# employee information

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| --- | --- |
| Employee’s Name: | Enter employee name here... |
| Position/Job title: | Enter position here... |
| Date: | XX/YY/ZZZZ |
| Department/team: | Enter department name here… |

# performance evaluation

# Duties and personal behavior:

Feedback on the period: Duties, workload, tasks, collaboration, quality of work, customer satisfaction, sales, marketing, etc.

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| **Criteria** | **Description** | **Score** |
| Quality of deliverables | Accuracy, consistency, follow-through, meets deadlines, keeps trying to work smarter, not harder. | 9/10 |
| Teamwork | Collaborates with internal and external teams across positions, proactively helps others, puts team targets higher than personal achievements, contributes and takes initiative to social activities | 8/10 |
| Innovation | Propose/use digital technologies to change internal processes, generates ideas and gives input that makes our product more efficient | 9/10 |
| Professional working attitude | Help create a good atmosphere and working environment, accepts constructive criticism, follows standards. | 7/10 |
| Job knowledge | Create, maintain, audit and improve systems to meet particular needs. Continuously update new coding knowledge. | 10/10 |

# Skill development

**Personal strengths**

Professional and personal strengths and drivers: Eg. analysis, problem-solving, planning, development, method knowledge, technical expertise

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| Ex:   * Talented and passionate software engineer with thorough knowledge in software engineering from inside and out.” * Shows initiative with developing new ways of thinking to improve projects or company performance” * Positively contributes to the overall performance of the company through consistent and high-quality work” |

**Skills development**

Professional and personal skills: Be precise in describing the skills that the employee needs / wants to develop.

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| Ex:   * Improve your speed/iteration to produce codes faster and get things done. * Work on the quality of your diagnostic programs so you can provide better recommendations for future developments * Familiarize yourself with version control concepts and tools like GitHub |

# Cooperative and well-being

**You and your colleagues**

How do you find the working environment at the company? What are your suggestions to make it even better? Do you get professional support from your colleagues when you need it?

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| Ex:   * The working environment is conducive but I feel It would be even better if there's an open environment for us to collaborate and have that integral team bonding. |

**You and your manager**

Feedback to your leader: Eg. the delegation of tasks, responsibilities and competence.

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| Ex:   * Experienced software engineer * Skillfully manage projects, people, and budget * Need to improve communication and training skill |

# Career development in the long-term

Reflections on job opportunities, other tasks, new disciplines, etc. Do you need support from your manager to achieve your development goals?

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| Ex:   * Need manager's support in preparation to become a Project Manager |

# Work-life balance

How do you feel about your work-life balance? Are there other issues you would like to discuss?

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| Ex:   * All good. |

**Goal setting**

The employee and manager agree on goals to be achieved. The goals must be measurable and achievable within a year. The goals are the foundation for the annual bonus.

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| **Goal Name** | **KPI** | **Timeline** |
| Improve lead engineering skills | Cycle time and Lead time | End of Q1 |
| Improve code quality | Sprint Burndown, the Defeat escape rate | End of Q4 |
| Develop technical knowledge | Line impact | End of Q2 |

**Action Plan**

Actions agreed by both employee and manager. Other actions related to HR, training, etc. are also stated here.

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| **Action Item** | **Goal Name** | **Action Description** |
| Revise Basic Database Knowledge | Improve lead engineering skills | Revise their knowledge of Linux and scripting. |
| Increase code coverage by a higher percentage | Improve code quality | This can be achieved by writing more sophisticated tests and generating tests through automation with the use of code quality tools like GitHub etc. |
| Learn and Enhance Automation | Develop technical knowledge | Through taking software engineering courses online on platforms like Selenium Webdriver with Java for new beginners, employee technical knowledge of JavaScript will increase. |