

MARCH 2022



PERFORMANCE SCORECARD

for Developers, Desingers, QA

UNLIMITEDWP

COMMUNICATION

- Keep all stakeholders up to speed on projects' status.
- Take and share notes and updates regularly.
- Ask questions and shares information with the rest of the team.
- Ensure questions are clarified before taking actions that will impact outcomes.
- Ensure that everyone understands the goals of a specific project and shares regular updates.
- An effective listener and takes time to understand what others are saying.
- Facilitate conversations with team members that bring out new ideas and solutions to problems.
- Be able to articulate complex, technical concepts in plain language.



- **INITIATES THE TASK WITHOUT EXPLANATION**
- **COMMUNICATES PC AND BEGINS THE WORK**
- **PROVIDES PROPER UPDATE ON THE TASK**
- **PROVIDES NEXT STEPS ON THE TASK**



- **COMMUNICATES PC AND BEGINS THE WORK**
- **PROVIDES PROPER UPDATES ON TASK**
- **PROVIDES NEXT STEPS ON THE TASK (ETA)**



- **UPDATES SHARED ON THE TASK**
- **TIMELY UPDATE ON TASK STATUS**
- **DID NOT PROVIDE NEXT STEPS ON THE TASK**



- **INCOMPLETE UPDATES SHARED ON THE TASK**
- **FORGOT TO UPDATE THE TASK STATUS ON TIMELY MANNER**



- **NO COMMUNICATION / UPDATE ON THE TASK**

TIME

- Deliver high volumes of work that often exceed expectations.
- Seek out ways or tools to automate manual tasks
- Inspire others with their levels of productivity.
- Contribute to significantly boosting overall departmental productivity.
- Able to work smarter, not harder.



- **COMPLETED THE PLANNED WORK OF THE DAY BEFORE TIME**
- **ALSO DELIVERED EXTRA WORK FOR THE SAME DAY**



- **DELIEVERED THE TASK ON TIME**
- **COMPLETED THE WORK THAT WAS PLANNED FOR THE DAY**



- **DELIVERED THE WORK BUT REQUIRED OVER TIME**



- **FIXING BUGS**



- **COULD NOT DELIVER PLANNED WORK**

JOB KNOWLEDGE

- Approach technical challenges with a skillful eye.
- Apply skills to boost the company's quarterly revenue numbers.
- Use technical knowledge creatively to solve problems.
- Saved project X from failure by proposing a new technical approach.
- Explain technical subjects to peers in a relatable manner.
- Build the team's knowledge base by sharing expertise on technical issues.
- Apply expertise creatively.
- Can take theoretical concepts and apply them to practical challenges.
- Find solutions to longstanding issues through their technological insights.
- Translate technical information into user-friendly language.



- **IMPLEMENT PROCESSES AROUND THE WORK**
- **KNOWLEDGE SHARING AND TRAINING THE TEAM**
- **SOLVE CRITICAL ISSUES THEMSELVES**



- **DELIVERED THE TASK WITHOUT HELP OR GUIDANCE**



- **DELIVERED THE TASK WITH SOME GUIDANCE**



- **DELIVERED THE TASK WITH HELP**



- **COULD NOT PERFORM THE TASK**

PROFESSIONALISM LEADERSHIP PUNCTUALITY

- Proactively seek out new tasks to work on.
- Work well without any supervision.
- Find new, creative ways to overcome challenges.
- Always on the lookout for new ways to improve and deliver value.
- Listen to others without interrupting.
- Solve team conflicts in a calm and mature manner.
- Respect confidentiality.
- Demonstrate trustworthiness.
- Avoid office gossip.
- Polite and professional in every way.
- Show empathy to people experiencing personal or professional challenges.
- Willing to embrace new opportunities and take on additional tasks.



- **HIGHLY ORGANIZED AND GOOD AT PRIORITIZING WHAT IS IMPORTANT**
- **ALWAYS STRIVE TO KEEP COMMITMENTS**
- **BRING PEOPLE TOGETHER TO CREATE A HIGH-FUNCTIONING TEAM.**



- **WILLING TO PUT IN LONG HOURS TO GET THE JOB DONE.**
- **KEEPING THE KNOWLEDGE SHARING CHANNELS ACTIVE.**
- **PROVIDES CREATIVE SOLUTIONS**



- **PROACTIVELY CARRIES OUT THE KT WITH TEAM MEMBER AND PLANS FOR THEIR ABSENCE.**
- **WILLINGNESS TO HELP TEAM MEMBERS FIRST.**
- **KEEPS THE TEAM MEMBERS WELL INFORMED ABOUT THE WORK AND UPDATES.**



- **SELF TESTING BEFORE THE WORK DELIVERY**
- **START AND END MEETINGS ON TIME.**



- **ALWAYS CALL AHEAD IF THEY ARE GOING TO BE LATE.**
- **BOOK VACATION TIME WELL IN ADVANCE.**