



Goals	Inclusive Behaviors	Competencies

The **self-review** comprises three sections: Goals, Inclusions Behaviors (new this year), and Competencies. Complete each of these sections below. Upon completion, save and rename the file as LASTNAME_FIRSTNAME_FY21Review.docx and submit to your manager who will add his/her comments and then meet with you for your performance review.

Please submit your signed, completed review to the appropriate Business Office contact by **Monday, November 30, 2020**.

Goals: What key goals did you accomplish during this past fiscal year? More goals may be added as needed.

Employee Self-Assessment Goal #1:

I supported the RHP integration and the CTML filter matching feature.

For the RHP integration I performed extensive UI testing and data validation

For the CTML filter matching feature, I performed extensive data validation and supported UI development (non-coding).

Supervisor Comments:

I agree with all of the above. For both of these projects, Andrea contributed to testing in very significant ways, identifying countless issues during the testing process (both in the data and in the UI), as well as thinking carefully about how to successfully deploy these features. In both cases, the deployment process was smooth and no significant bugs were identified after the fact, due in large part to Andrea's hard work.

One suggestion for future growth: there have been a few occasions when Andrea identified a bug during her testing but then decided it was not in fact an issue, only for it to come up again later in the testing process. I would like to see Andrea have more confidence in her findings.

Employee Self-Assessment Goal #2:

I re-defined the way we assess true trial-centric and patient-centric matches. I investigated extensively our current methods of assessing matches and suggested new strategies to capture more true matches. This new methodology allowed us to capture over new 40 true matches so far.

Supervisor Comments:

I agree with all of the above. I would also emphasize the initiative that Andrea showed in doing this; while as a team we were aware that there were issues with the existing system, Andrea took it upon herself to investigate the existing systems, analyze MatchMiner usage patterns and ultimately proposed multiple strategies that have significantly enhanced our ability to understand the impact of MatchMiner on individual patients.

Employee Self-Assessment Goal #3:

Spreadsheet codebase bug fixing and implementation of new features. In February this year I found several critical bugs that was leading to the creation of empty data frames. Spreadsheets were also including RHP trial matches. These bugs and intended behaviors were fixed, and an improved methodology was implemented.

Supervisor Comments:

I agree with the above. Andrea did well to identify the problem, and then she proposed and implemented solutions. This codebase has been ignored at times, despite serving a critical function for many users. Andrea has adopted this code as her own and improved the reliability of the resulting spreadsheets.

DFCI Inclusive Behaviors

Please provide an **example of how you have demonstrated at least one of the following Inclusive Behaviors**. Additionally, identify 2 Inclusive Behaviors you will work on to improve in the upcoming year.

Collaboration

Do I create a safe environment where people feel comfortable bringing up their perspectives, mistakes, and/or questions?

Cultural Intelligence

Am I thinking about, learning, and raising potential cultural implications to consider during team and patient interactions?

Curiosity

Do I obtain and value diverse perspectives while modeling and encouraging respectful debate?

Consciousness

Am I aware of my strengths, biases, blind-spots and how they impact my decisions and interactions with others?

Courage

Do I speak about my weaknesses and step up to difficult conversations when perceived bias or discriminatory behaviors are occurring?

Commitment

Do I champion and hold myself and/or my team accountable to our Inclusion & Diversity goals and behaviors?

Employee Assessment: Curiosity

Earlier this month I presented mockups for a potential new feature, during the meeting I received a lot of positive and not so positive feedback. For the next meeting, I incorporated most of the feedback into new mockups. This was an example of a successful and respectful debate where everyone's ideas were heard and considered.

2 Inclusive Behaviors you will work on to improve in the upcoming year: Courage and Cultural intelligence.

Supervisor Comments:

I agree, Andrea did a terrific job in the meetings she mentioned – proposing her ideas, listening to feedback from the team and then incorporating that into an updated proposal.

DFCI Core Competencies

Adaptability

Treats change and new situations as opportunities for learning or growth. Actively seeks information about new work situations. Willing to try new concepts and recognizes the necessity of change and that out of change comes innovation

Employee Self-Assessment

I am always eager to participate and support other projects, I see collaborations as an opportunity to sharpen my skills and/or to learn something new.

I can easily adapt to the needs of the team, and I seek guidance from other team members about how to best prioritize and adapt my workflow to complete a new set of tasks.

Supervisor Comments:

I agree. I think this is one of Andrea's strengths, as she is always ready & eager to learn & participate & adjust to any new project or situation.

Customer Service

Understands who customer (both external and internal) is and takes responsibility for customer satisfaction and loyalty. Communicates tactfully and appropriately. Sets an example of excellence in customer service to others.

Employee Assessment:

I believe I communicate appropriately and respectfully with collaborators and users of the application. However, I need to continue working on improving how I communicate difficult technical ideas with other team members.

Supervisor Comments:

I agree. Andrea regularly communicates with collaborators and is always appropriate in her interactions. I know that communication has been a focus for Andrea and she has made progress, but I agree that she can continue to improve at this.

Professional Development

Expectations: Takes initiative to identify and participate in continuous learning and development activities. Actively learns from his/her practice and the practice of others. Seeks out and is receptive to constructive feedback on performance and development. Applies new knowledge to workplace situations.

Employee Assessment:

I take initiative to learn what I can from the MatchMiner codebase. I currently have several skills under my belt, such as, deploying practices, setting up local environments for APIs and UIs, setting up a Mongo database from scratch, docker usage and many more.



Supervisor Comments:

I agree. Andrea is always trying to learn something, whether from team members or through classes taken outside of work. I have been impressed over the past year to see Andrea expand her familiarity with many aspects of the MatchMiner codebase.

Quality Management

Understands and meets established quality and safety standards and works to exceed expectations. Asks questions to ensure understanding of expectations, use of equipment, policies, and processes. Keeps up-to-date on policies and procedures and ensures compliance. Makes suggestions for improvements and recommends solutions. Strives towards individual and institutional excellence.

Employee Assessment:

I keep up with the policies and process to prevent incorrect use of our patient data. I communicate with my supervisor when I believe I have inadvertently share data incorrectly.

Supervisor Comments:

I agree. Andrea is always conscious of proper usage of the patient data that we have access to and has always brought up any questions or concerns she has.

Teamwork/Collaboration

Works effectively as a member of a unit team and cross functional teams as requested. Recognizes and respects needs of others and works well with individuals of diverse style, ability and motivation. Shares information with others. Seeks opportunities for collaborative work. Maintains peer relationships and works successfully with management. Builds and maintains an effective network with patients, staff and faculty, as appropriate.

Employee Assessment:

I believe I work effectively as a member of our team.

I try to understand how other team members work best, and I try to accommodate my workflow to fit my team members workflow. I believe that strengthens our teamwork.

Supervisor Comments:

I agree. Andrea is a terrific team player. She works well with everyone on our team, is highly collaborative and contributes positively to the overall team dynamic.



Employee Assessment: What are your goals for the upcoming fiscal year?

- 1) Support trial watch feature development
- 2) I hope I can support the GENIE paper efforts
- 3) I hope to continue supporting the MatchMiner paper

Supervisor Comments:

I agree. Andrea is already a driving force behind developing trial watch, and I think her input will be instrumental to the development of this new feature. While analysis needs for the GENIE paper are not yet known, I too hope that Andrea will be able to contribute to that, as well as to the MatchMiner paper.

I would also encourage Andrea to consider defining some technical goals for next year – for example, the new rules for assessing true matches requires significant manual review, and perhaps the process of pulling some of that data could be scripted.

Additional employee comments/other accomplishments:

Additional supervisor/manager comments:

Andrea is a hard worker and team player who is dedicated to the work we do and always willing to do whatever is needed, regardless of the task. She also frequently takes the initiative to identify problems or opportunities for improvement within the system, and will propose (and often implement) solutions.

Over the past year, Andrea has developed a stronger voice within the MatchMiner team. When MatchMiner was short-staffed due to maternity leave, Andrea truly spearheaded the testing process for a major refactoring effort. Above, Andrea described a meeting in which she presented a plan for a new feature – I want to highlight that same meeting as an example of Andrea really stepping up and proposing a full plan for a relatively large new feature.

Andrea performs countless tasks to keep MatchMiner functioning smoothly, and is continually developing her skillset. She is an essential part of the MatchMiner team and of KSG.

This performance review was discussed on November 16, 2020 (DATE)

Employee signature: Andrea O.

Supervisor/Manager signature: Tali M.

Please note: signing this form does not indicate that you necessarily agree with its content, only that you discussed it with your employee or manager.

