

# Performance Review 2017

## Employee Information

Employee: Rahul Raj Saini  
Employee PERNR: 50203983  
Performance Reviewer: Rajesh Nair  
Validity Period: 01.01.2017 to 31.12.2017  
Status: Completed  
Substatus:

### Additional Employee Data

Job Name: Applications Consultant 2  
Preferred Name:  
Country: India  
SBU: DCX  
Local Organization:  
Global ID: 1164591  
N/A:

## Predefined Objectives

### Compliance

#### Description:

100% Compliance to Engagement/Organizational/ Local and Group Policies/ Standards /Processes/core values

#### Weighting:

10

#### Employee Mid-Year Assessment:

I am complained with the various organisation level processes.

#### Reviewer Mid-Year Assessment:

#### Employee Year-End Assessment:

I am always aligned to this. I keep myself focused to meet the expectations.

#### Reviewer Year-End Assessment:

### On Time Delivery

#### Description:

Prepare, Review, Maintain, Update, Publish all relevant business/solution mapping documents /metrics within defined timelines

#### Weighting:

25

#### Employee Mid-Year Assessment:

I try to provide the solution well in time with keeping in mind that the solution is reviewed by my peers and it is right.

#### Reviewer Mid-Year Assessment:

#### Employee Year-End Assessment:

Wherever updation of the document is required, I always Update the document which includes any of the special information that can be added to KEDB. I also provide to provide as much as possible over the tickets so that the same info can be leveraged in future for same kind of defects.

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## Reviewer Year-End Assessment:

### **Organizational Initiatives#(Improvement & Industrialization)**

#### Description:

Suggest and Implement best practices / innovative ways/ re-usable solutions / tools / automations leading to cost / time saving: At least 3 instance

Contribute / Participate in Internal Forums / Organizational Initiatives / KM / Recruitment activities

#### Weighting:

20

#### Employee Mid-Year Assessment:

I follow the best practices and standards which are expected from us in order to meet the delivery standards

#### Reviewer Mid-Year Assessment:

#### Employee Year-End Assessment:

I always try to adapt the best practices suggested by leads/peers and always try to work keeping the guidelines in mind. Based on the requirement I have also referred couple of my friend as part of my contribution for recruitment activities.

#### Reviewer Year-End Assessment:

### **Quality of Delivery**

#### Description:

Quality of solution mapping with business requirement to minimize gap measured by:

No stakeholder escalations

Defect Density

Quality of documentation - Stakeholder feedback

#### Weighting:

30

#### Employee Mid-Year Assessment:

As of now there are no escalations reported and we have a good repo with our stakeholders.

#### Reviewer Mid-Year Assessment:

#### Employee Year-End Assessment:

As far as the quality of the solution is concerned, We didn't have any kind of escalations for UK so far. Apart from the one which was a misunderstanding from the Stephane/Chirag where a user story for restricting the rights for the user was intended only for NL but on a ticket they asked us to implement the same. When the change was done It impacted other places. When we explained them the sceneries they got convinced and updated the tickets as per the explanation provided us.

#### Reviewer Year-End Assessment:

### **Self Development**

#### Description:

Training Hours> 40 hrs. (Mandatory 50% to be functional training)

Achieve atleast 1 area of Cross skilling/ Upgradation of skills

#### Weighting:

15

#### Employee Mid-Year Assessment:

I keep myself updated with the new skills set simultaneously keeping my self aware about the various

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functionality of the project.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

What all trainings we are required to complete I do it in time. I also try to keep myself updated with other UI related concepts(Jquery , Js ) on which I have not worked before much.

Reviewer Year-End Assessment:

## Individual Objectives

### Quality of Deliverables

Description:

Ensure adherence to defined SLAs for JIRA tickets

Daily triage using JIRA Integration Sprint dashboard and prioritize working on high priority tickets

Ensure sufficient analysis comments are present in the PWS and CLOUD tickets before assigning to Dev team

Ensure that appropriate analysis at Configuration & Code level has been done before raising CLOUD tickets

Weighting:

35

Employee Mid-Year Assessment:

I have respected the SLA and always tried to provided the resolution within the defined time frame

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

I always try to meet the SLA, and follow the practice to check the dashboard on the daily basis. For the tickets which are to be assigned to the dev/defect team I try to make it sure to provide the maximum detailed description and the code analysis. Also couple of times I have provided the direct solution itself to the developer.

Reviewer Year-End Assessment:

### Self Development

Description:

Enhance functional and technical skills. Have a good understanding of what is configurable in Hybris and what is not

Weighting:

10

Employee Mid-Year Assessment:

I keep myself engaged in the code and try to debug as deep as possible in order to understand the technical flow as well as the the way things are being implemented.

Reviewer Mid-Year Assessment:

Employee Year-End Assessment:

Compared to before now I see myself much more comfortable on the the configuration related part and I can see myself improving both technically and functionally by each passing day.

Reviewer Year-End Assessment:

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## **Attitude towards work**

### Description:

Ensure adherence to assigned/committed delivery timelines -- sanity test, defect fix, etc  
Flexibility in accepting shift timings  
Minimize unplanned leaves  
Availability for monthly and emergency release support

### Weighting:

20

### Employee Mid-Year Assessment:

despite of some leaves which was coz of unavoidable circumstances due to my bad health, I haven't took any unplanned leaves which I hope should definitely be minimized in the future. I have a very positive attitude towards my work and wish to contribute as much as I can to bring the difference.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

I perform sanity, defect fixing carefully. I never had any issue with the shift timings or coming for releases. Unless there is anything very urgent I avoid taking unplanned leaves.

### Reviewer Year-End Assessment:

## **Involvement in initiatives**

### Description:

Regular contribution to KEDB, SOP, development/process improvement ideas, knowledge sharing sessions  
Documentation of optimization and automation initiatives

### Weighting:

10

### Employee Mid-Year Assessment:

I keep my learning updated in the KEDB as well as in JIRA tickets so that later on if the same kind of issue is faced the knowledge can be leveraged.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

While fixing the issues If I come across any information/concepts which I feel will be helpful in future I keep that updated in KEDB .

### Reviewer Year-End Assessment:

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## **Compliance**

### Description:

Ensure timely updates of documentation in Confluence and no major escalations from Country on the quality

Ensure Lead/Peer review of Emergency, Blockers and Criticals, release notes, documentation

Weekly submission of JIRA and Capgemini Timecards

### Weighting:

5

### Employee Mid-Year Assessment:

I always take the issues based on the priorities and try to respect the the SLA and meet the timelines expected.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

I keep myself aligned with the expectation related to time/status reporting. So far we haven't come across any escalations from country and I will always make my efforts to maintain a good repo with the stakeholders.

### Reviewer Year-End Assessment:

## **Stakeholder engagement**

### Description:

Ensure good/positive feedback from Rexel stakeholders

### Weighting:

10

### Employee Mid-Year Assessment:

I have a good relationship with the stakeholder. I keep the stakeholder always updated with the status and other info which must be shared with them and will keep a positive relationship with them in future as well.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

So far we have received good feedback from our Delivery leads. It was nice to get a very good feedback from Rodrigo for our team.

### Reviewer Year-End Assessment:

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## Team Player

### Description:

Initiate and drive team building activities

### Weighting:

5

### Employee Mid-Year Assessment:

I have a good relationship with the team members and will maintain the same in future as well.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

I have very good terms within team and also I have good relationships with the other members of the project outside the team which helps me in getting the knowledge all the areas of the project.

### Reviewer Year-End Assessment:

## Organizational initiatives

### Description:

Participate in Capgemini events -- technical, cultural, sports, etc.

### Weighting:

5

### Employee Mid-Year Assessment:

As of now I didn't get chance for any such events but in future if got the chance so definitely looking towards that.

### Reviewer Mid-Year Assessment:

### Employee Year-End Assessment:

I have participated in the event conducted on Diwali and ROAR which was organised on 50th anniversary of Capgemini. In future also I will keep participating in all kinds of activities

### Reviewer Year-End Assessment:

# Financial KPI's

## Utilization

### Description:

Self Utilization (ARVE)

### KPI Target:

>90%

### KPI Actual:

100%

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## Contribution Margin

Description:

KPI Target:

KPI Actual:

## Sales

Description:

KPI Target:

KPI Actual:

## Revenue

Description:

KPI Target:

KPI Actual:

## Late Timesheets

Description:

Zero MTS

KPI Target:

0 MTS

KPI Actual:

0

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## Other 1

Description:

Self Utilization (URVE)

KPI Target:

>85%

KPI Actual:

100%

## Other 2

Description:

KPI Target:

KPI Actual:

## Other 3

Description:

KPI Target:

KPI Actual:



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## Competency & Career Development Plan

Click here to review and assess the competencies for your current role: "Talent Review Profile".  
In the field below, indicate your training objectives (for competency and career development) for current and future potential roles.

### Competency & Career Development Plan

#### Description:

Will focus in getting myself technically Strong with increasing my functional and technical knowledge.

#### Employee Mid-Year Assessment:

I am always focused in grooming my technical skills.

#### Reviewer Mid-Year Assessment:

#### Employee Year-End Assessment:

I am always focused in improving myself both technically and functionally.

#### Reviewer Year-End Assessment:

# Aim for Hybris certification.

# Proactive ideas expected on B2R process improvements/automation

### Career Aspirations

#### Description:

Will focus in getting myself technically Strong with increasing my functional and technical knowledge.

#### Employee Mid-Year Assessment:

I am trying to go through the contents available in order to keep myself aligned with the expectation and simultaneously grow myself both technically and functionally.

#### Employee Year-End Assessment:

Looking ahead to take more roles and responsibilities.

### International Mobility

Please indicate if you are interested in working on international projects, should the opportunity arise. If you are, please indicate if you would be willing to work abroad on either a temporary or permanent basis, and the maximum length of assignment you would consider.

Expressing an International interest will not guarantee an International project.

#### Description:

will enhance my skills.

#### Employee Mid-Year Assessment:

keeping an eye to add new skills in my skill set

#### Employee Year-End Assessment:

Will focus on improving my contribution to the organisation.

## Overall Mid-Year Assessment

Your assessment should reflect compliance with our Code of Business Ethics and other Group policies, and demonstrate behaviours in line with the Group's values

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## Overall Mid-Year Assessment

### Employee Mid-Year Assessment:

I am focused in order to align myself with my expectation to fine tune myself so that I can perform better and simultaneously give my best possible contribution.

### Reviewer Mid-Year Assessment:

Technically good in Java. Shown improvement in Hybris knowledge  
Good positive attitude towards work  
Good communication skills

Lacks functional knowledge which requires considerable improvement  
Need to improve knowledge of HMC and CMS Cockpit  
Must ensure that UK rollouts are smooth without major escalations from Rexel  
Need to improve on the quality hours spent in office -- Empulse report  
Gain more insight into SOLR and SEO, Google Analytics  
Contribute to KEDB and process improvements  
Attend UAT KT calls

## Overall Year-End Assessment

Your assessment should reflect compliance with our Code of Business Ethics and other Group policies, and demonstrate behaviours in line with the Group's values

## Overall Year-End Assessment

### Employee Year-End Assessment:

As discussed in mid year assessment, what all points were highlighted I have worked on those area and I can see myself much more improved functionally as well as on knowledge on configuration and set up related areas. I will ensure more improvements in future as well.

### Reviewer Year-End Assessment:

- # Good quality of deliveries with no major lapses seen
- # Good communication skills exhibited and has kept JIRA updated with the latest status/comments
- # Positive attitude towards work and flexible in terms of work assignments
- # Must strive to improve functional knowledge and details around other NA and EU shops
- # Proactive ideas expected on B2R process improvements/automation

### Work/Life Balance Discussion Held?:

No

### Employee Signoff comments:

## Ratings

### Calibrated Ratings

#### Performance Rating:

3

#### Career Track:

#### Experience in role: