**Performance Review 2019-20**

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| Date | From: July 2019 | To: December 2019 |
| Employee Name | Sourav Das | |
| Job Title | Lead SDET | |
| Business Unit & Location | NGM Messaging Coimbatore | |
| Date of Personal Performance Review | Nov 2019 | |
| Line Manager Conducting Review | Sampath, Swami and Partha | |
| Approving Manager | Sampath Kumar | |

**Performance Objectives Review**

*Aim of this section:* to review last year’s objectives and the extent to which they were achieved.

The Reviewee should complete this section first, and then this should be discussed with the Reviewer.

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| Objective Setting | | Review of Objectives  To what extent was the specific target achieved /  Was the specific target achieved on time? | |
| Objective | Target Date | Reviewee’s Comments | Reviewer’s Comments |
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**Setting a Personal Example**

*Aim of this section:* to comment on the extent to which the Reviewee sets a personal example regarding Sun Smart Systems’ Vision and Values and the pursuit of “exceeding expectations” objective. Instances of setting personal examples will vary broadly according to the individual’s role. Please consider:

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| Values | |
| *Integrity*  Being fair and open with everyone, not walking past what is wrong, keeping promises and supporting others to do the right thing | *Teamwork*  Listening to each other, sharing knowledge and combining our expertise willingly, working at creating excellent relationships and always acting as part of the bigger picture |
| *Excellence*  Going the extra mile to deliver, not tolerating underperformance in ourselves or in others or compromising on safety or quality constantly looking for innovative and creative solutions. | *Respect*  We care about how our actions affect others and the wider environment, treating everyone equally and embracing difference, encouraging everyone to achieve their maximum potential and appreciating their skills and abilities |
| Execution | |
| *Leading*  Every leader commits to the tasks assigned and inspires their people to make it their personal priority | *Simplifying*  We make sure our systems and processes help people do this, not get in the way |
| *Re-thinking*  We look at what we do with fresh eyes, challenge the status quo, and re-engineer how we do it to eliminate the risks | *Involving*  We engage everyone who works for us to execute the tasks on-time Personal – contributing to execution of assigned tasks through all that they do |
| *Learning*  We seek out and share what works well, adapt it for our own environment then make it what we do | *Tracking*  We identify where we can improve, how to close the gap and when we’ve achieved success |

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| Reviewee’s Examples  Please use specific examples to illustrate comments |  |
| Reviewer’s Examples  Please use specific examples to illustrate comments |  |

**Training and Development Review**

*Aim of this section:* to review the effectiveness of any training and development undertaken in the previous 12 months (or period under review).

Consider developmental on-the-job experience as well as training courses, and both the immediate and longer term impact of the development on the individual and their performance. If the individual is working towards professional membership, for example ASQ, comment on progress in the assigned space.

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| Training or Development Activity  Description / Course Title | Review – Outcome / Impact |
| Ruby |  |
| Open-Shift |  |
| Docker |  |
| AMQP protocol |  |
| NGM Messaging |  |

**Performance Objectives for 2019-2020 & Associated Development Plan**

**Note:** Objectives should relate to the performance, role requirements and behavioural reviews and be appropriate for career aspirations. They should also address key outcomes/deliverables required in the role for the coming period and include any training that the individual requires.

It is the Reviewee’s responsibility to initiate the required action in conjunction with their line manager and, where necessary, the Human Resources and Training / Development departments.

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| Performance Objective (SMART)  At the next appraisal, cut and paste these objectives into a new PR form to commence the review process again. | Development and / or training  required to help meet  personal objectives?  (eg. reading, work shadowing, specific course?) | Support  (eg. Line Manager,HR Training Department,Development) | By when |
| I would like to work on following modules IP-ELM, Radio- ELM full flow | Online or Training from onsite Team |  | Dec 2020 |
| I would like to create 120 test cases per year |  |  | Dec 2020 |
| I would like to give 90% testcases approval in first time |  |  | Dec 2020 |
| I would like to give 100% testcases approval in second time |  |  | Dec 2020 |

**Personal Talents and Aspirations**

*Aim of the section:* to outline career aspirations in the short and long term.

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| Reviewee’s Aspirations  To be completed by the member of staff **prior** to the review | 1. Would like to work on whole ITCM messaging 2. DevOps activity. |
| Reviewer’s Comments  To be completed by the Reviewer **after** the review |  |

Identifying Your Current Thinking with regard to your Career

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| --- | --- |
| *To be completed by the Reviewee (tick relevant box)* | |
| *✓* | I am comfortable in my existing role for the moment |
|  | I would like to explore lateral moves to gain familiarity with other disciplines/areas of the business |
|  | I feel I will be ready for a promotional move in the medium term |
| *✓* | I am comfortable in my existing role, but would like to broaden my responsibilities or increase my challenges within this position |
|  | I feel ready to embrace new challenges and would like to seek a promotional move in the near future |

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| Comments  *(if required)* |  |

**Performance Rating and Approval (1)**

To be completed by the Reviewer. Please tick one box to rate the individual’s performance over the past year. Use the descriptions to inform the decision.

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| **Rating** | **Descriptor** |
| 🞏 Significantly exceeds expectations | * A role model in displaying Sun Smart Systems’ Values * Demonstrates excellent leadership in the delivery of tasks on site or in the office * Excels in approach to achieving all their objectives * Overcomes obstacles to performance |
| 🞏 Exceeds Expectations | * A role model in displaying Sun Smart Systems’ Vision and Values * Actively participates in the delivery of tasks on site or in the office * Achieves all objectives * Manages external influences well |
| 🞏 Meets expectations | * Displays aspects of Sun Smart Systems’ Vision and Values * Shows an awareness of delivering tasks * Achieves most objectives * No urgent development needs * Manages external influences |
| 🞏 Mostly meets expectations | * Sometimes performs below expectations * Completes some objectives but not all * Room for improvement in some behaviours |
| 🞏 Below expectations | * Performs below company’s expectations * Fails to achieve objectives * Lacks skills /abilities to perform role * Demonstrates urgent development needs to improve behaviours |

**Personal Rating and Approval (2)**

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| Reviewee’s Comments (to be completed by staff member after the review) |
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I confirm that my manager and I have discussed the recommended rating recorded above for my performance over the past year.

Your signature: Date:

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| Reviewer’s Comments |
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I confirm that I have discussed the recommended rating recorded above with the employee.

Line Manager’s signature: Date:

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| Approving Manager’s Comments |
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I confirm that I am comfortable with the quality of the discussion that was undertaken between the individual and their line manager.

I agree with the recommended performance rating that has been given.

Approving Manager’s signature: Date:

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| General Manager/Director - Sun Smart Systems |
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Signature: Date: