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ANNUAL APPRAISAL 2014 - 2015



Appraisal WorkFlow Details

	Name	E-Mail ID	Business Unit
Employee	Rahul Jain	rahul.jain15@wipro.com	LBG Insurance
L1 Manager	Dhinakar Nagavedu Venkatesan	dhinakar.venkatesan@wipro.com	LBG Insurance
L2 Manager	Sudhir Pai	sudhir.pai@wipro.com	LBG Chennai
HR Manager	Sushmita Urs	sushmita.urs@wipro.com	Human Resources
Discussion Manager	Dhinakar Nagavedu Venkatesan	dhinakar.venkatesan@wipro.com	LBG Insurance

Additional Supervisor Details

Additional Supervisor Name	Geetha B	From Date	01/04/2014	To Date	20/03/2015
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Overall G & O Rating

Excellent Contribution

Overall Competency Rating

Strength

Individual G & O Ratings

Objective #	Objective Title	Additional Managers Rating	Final Rating
1	Competency...	HVC.	ECC
2	Customer s...	ECC.	ECC
3	Team work ...	ECC.	ECC
4	Quality an...	ECC.	ECC
5	Project De...	ECC.	HVC

Annual Objective Details

Objective 1

Objective	Measurement Criteria	Appraisee Comments
<p>Competency/ Self Development</p> <p>Build expertise in identified technology</p> <p>Providing technical guidance to</p>	<p><i>ill Quantitative Targets (as applicable)</i></p> <p><u>Build expertise in identified technology</u></p> <p>1. Participation in Organizational forums (Solution build, Tech Forum, QC, Practice initiatives etc.) (# will be decided by the PM)</p> <p>2. Measured on # of relevant trainings attended (one domain and one technical)</p> <p>3. Measured on # of relevant certifications acquired</p> <p>4. Contribution to KM with lessons learnt, case studies, best practices,</p>	<ul style="list-style-type: none"> I have been part of solution build to reduce the incidents for overall platform I am part of RSA Pilot training group, which is initiated by the clients I have been providing technical guidance to juniors and learned many things while giving guidance to them. More than happy to attend trainings on new tools and technology

junior team members taking assessment	reusable component / framework. Measured on # of Technical paper presentations in internal forums (Knet) <u>Providing technical guidance to junior team members taking assessment</u> 1. Determined by #of engineer cleared UCF after mentoring 2. Contribution to UCF initiatives - Discussion forums, mentoring sessions etc	<ul style="list-style-type: none">Cleared UCF 2.1 and planning to prepare for UCF 2.2 and hopefully clear it in first attempt :)Cleared Step+ in first attempt
Additional Supervisor Comments		
Name	Rating	Comments
Geetha B	Highly Valued Contribution	Good job in clearing the UCF and Step+ in first attempt. He is very good in learning and should KT others on the same.
L1 Manager Comments		
Agreeing with the given comments		
L2 Manager Comments		
go by comments		
Rating	Excellent Contribution(ECC)	
Objective 2		
Objective	Measurement Criteria	Appraisee Comments
<u>Customer satisfaction</u> Timely Response to customer requests Quality of interaction with customer (e-mail content etc) # of escalations and commendations	<i>Fill Quantitative Targets (as applicable)</i> <u>Timely Response to customer requests</u> 1. All mails from customer should be responded within 4 hours of working time. <u>Quality of interaction with customer (e-mail content etc)</u> 1. Providing information with all relevant data points and clarity. 2. Confidently communicate with the client in an unambiguous manner maintaining proper mail /teleconference etiquettes. No instances of escalations. 3.Understand and admire the cultural differences of customer. (AMBASSADOR completion) <u># of escalations and commendations</u> 1. Measure on # of escalations and commendations	<ul style="list-style-type: none">We as a team responded well to the mails from the customers based on the priority of the mailIdentified and informed the clients on regular basis incase of fatca application failureNo deviation and no negative feedback from the customerProvided the clarity whenever required and pretty confident of what i was doing.We didnt have any high level escalation on our team
Additional Supervisor Comments		
Name	Rating	Comments
Geetha B	Excellent Contribution	He is one of the key player in FATCA and done a excellent job in FATCA - CR deliverables and fixing the defects on time. Customer is very much satisfied with his deliverables and wanted him to promote for Designer role. And Rahul should come forward to take up that role

		and he is qualifiable for a good designer.
L1 Manager Comments		
Agreeing with the given comments		
L2 Manager Comments		
go by comments		
Rating	Excellent Contribution(ECC)	
Objective 3		
Objective	Measurement Criteria	Appraisee Comments
<u>Team work and communication</u> Participation in team activities & initiatives Effective Communication within / outside the team	<i>Fill Quantitative Targets (as applicable)</i> <u>Participation in team activities & initiatives</u> 1. Participate in team meetings 2. Quantifiable effort spend on helping own/others projects. Which includes i. Mentoring/Sharing the best coding practice ii. solving the project specific challenging technical problems 3. Mentoring new team members <u>Effective Communication within / outside the team</u> 1. Interact with the support teams for problem resolution (90% of the issues will needs to be handled independently)	<ul style="list-style-type: none"> • Actively participate in all the team meetings. • Provided solution to the technical issues whenever required • Mentored new joinees • Interacting with all the team members to complete the deliverables on time • Good Team player
Additional Supervisor Comments		
Name	Rating	Comments
Geetha B	Excellent Contribution	Good team player. Effectively communicates the status and trained other team members (juniors in the team) . Provided the guidance whenever juniors are in need - keep up the good work Rahul. He never hesitated to take up the work and complete it. Actively participated and worked all deliverables.
L1 Manager Comments		
Agreeing with the given comments		
L2 Manager Comments		
go by comments		
Rating	Excellent Contribution(ECC)	
Objective 4		
Objective	Measurement Criteria	Appraisee Comments
	<i>Fill Quantitative Targets (as applicable)</i> Compliance to the processes and	

Quality and Process	standards 1. Ensure compliance to Customer and Wipro processes zero non-compliance. 2. Maintain review records.(100% Compliance) 3. 100% compliance with defined process / Checklists.. 4. Customer provided resources can't be compromised	<ul style="list-style-type: none">We are maintaining the quality of documents,it becomes every difficult as our project is running for almost 3 years to maintain the qualityPreparing a solution for the incidents reduction based on our incidents report for past 5 monthsNever compromised with the standardsWe had every few cosmetic errors in 3 years of projectAble to capture , organize and analze requirement provided by the customerNo UT leakage for last one yearWorked on Review comments provided by our SME's and Designers and tried to avoid it from next time onwards
Compliance to the processes and standards		
Quality of Documentation	Quality of Documentation Zero cosmectic errors. Self review to capture all cosmetic & minor errors % of requirement slip incase of RS % of Test case coverage in case of UTP % of critical review comments	
Completing timesheet on time	Completing timesheet on time	
Additional Supervisor Comments		
Name	Rating	Comments
Geetha B	Excellent Contribution	Excellent contribution and aggressively followed the LBG process. Actively worked on CR's , defects & SM7's. He is one of the expert in SM7 in our platform. He maintained all documents in record - much appreciate his contribution and keep continuing and make his juniors also to update the same.
L1 Manager Comments		
Agreeing with the given comments		
L2 Manager Comments		
go by comments		
Rating	Excellent Contribution(ECC)	
Objective 5		
Objective	Measurement Criteria	Appraisee Comments
Project Delivery	<i>Fill Quantitative Targets (as applicable)</i> <u>Completeness and Timeliness of Deliverables - No deviation on schedule</u> 1. Provide status updates and progress reports for WSR creation as per schedule decided by Project/Team lead 2. Zero Schedule deviation, Zero Not in Time Index 3. All deliverables should be stored in one of the configuration management systems - Clear case, local CVS etc.	
	Completeness and Timeliness of Deliverables - No deviation on schedule <u>Quality of code</u> 1. Should comply with project specific coding metrics - Phase Containment > 90% 2. 100% complance with Coding	

Quality of code	standard.	<ul style="list-style-type: none"> We are having a Good Quality of code which was appreciated by the customers as well Our project code has been re used by many other projects I have done a good UT tried to cover all the possible scenario's but still need more than good. Supported the FATCA implementation and live run Supporting the FATCA in warrenty phase I have implemented the solution by optimized and reusable code
Understanding requirements and contribution to program specifications	3. Bug productivity should be as per project norm. 4. Defect Density <#DWU	
Problem solving - Understanding problem and contribution to solutions under guidance	<u>Understanding requirements and contribution to program specifications</u> 1. Should understand the requirements for the modules assigned. 2. Degrade Percentage = 0%	
Unit test plan preparation and guidance	<u>Problem solving - Understanding problem and contribution to solutions under guidance</u> 1. Determined by # of effective solutions provided for resolving critical problems. 2. Implement the solution by writing Optimised and reusable Code. (5 % re-use utilizing KM components or utilizing project developed re-use components)	
Contribution to reviews	<u>Unit test plan preparation and guidance</u> 1. #UT/#DWU 2. 95% Path coverage <u>Contribution to reviews</u> Review efficiency / effectiveness >90%	

Additional Supervisor Comments

Name	Rating	Comments
Geetha B	Excellent Contribution	His deliverables are less defects and there were no UT leakage in the past one year. Supported the deliverables even during weekends as well. Good performance was shown by Rahul.

L1 Manager Comments

Agreeing with the given comments

L2 Manager Comments

go by comments

Rating	Highly Valued Contribution(HVC)
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Significant Achievements

Employee Comments

- I have been part of solution build to reduce the incidents for overall platform
- I am part of RSA Pilot training group, which is initiated by the clients
- I have been providing technical guidance to juniors and learned many things while giving guidance to them.
- More than happy to attend trainings on new tools and technology
- Cleared UCF 2.1 and planning to prepare for UCF 2.2 and hopefully clear it in first attempt :)
- Cleared Step+ in first attempt

L1 Manager Comments

Agreeing with the given comments

L2 Manager Comments
go by comments

Key Competency Areas	
Passion for Results	
Displays sustained confidence, energy and determination in the face of obstacles. Asks for and fulfills challenging, stretch goals. Pushes self and others for results.	
Threshold	Positive Indicators
	Is committed to perform the job to the highest possible standard. Agrees achievable goals at the start of each project. Regards new challenges as learning opportunities. Is determined despite frequent obstacles.
Employee	
Rating	Significant Strength
Additional Supervisor	
Name	Rating
Geetha B	Significant Strength
Bhanu Saxena	NA
L1 Manager	
Rating	Significant Strength
L2 Manager	
Rating	
Confidence	
Independent and self-reliant; able to stand ground in face of opposition. Demonstrates belief in own ability to select appropriate courses of action. Accepts criticism, seeks out and acts on feedback on own performance.	
Threshold	Positive Indicators
	Is aware of own strengths and weaknesses; seeks guidance and support when necessary. Seeks feedback proactively and reacts positively to constructive feedback. Establishes credibility based on own knowledge, experience and contribution. States opinions and perspectives clearly and appropriately, even if others disagree.
Employee	
Rating	Significant Strength
Additional Supervisor	
Name	Rating
Geetha B	Strength
Bhanu Saxena	NA
L1 Manager	
Rating	Strength
L2 Manager	
Rating	
Learning Agility	
Able and willing to continuously learn new skills and knowledge from experiences.▯Effectively applies learning to new situations.▯Delivers results in new situations.	
Threshold	Positive Indicators
	Leads own personal and professional development and volunteers for opportunities that bring greater exposure and experience. Shares learning and knowledge with others.▯Seeks necessary help in order to deliver results in ambiguous situations Proactively learns on the job; practices ▯learning by doing.▯
Employee	

Rating	Significant Strength
Additional Supervisor	
Name	Rating
Bhanu Saxena	NA
Geetha B	Strength
L1 Manager	
Rating	Strength
L2 Manager	
Rating	
Client Centricity	
Makes client success the primary focus of action Understands client's needs and cultivates mutually beneficial client relationships. Takes ownership for meeting commitments to the clients.	
Threshold	Positive Indicators
	Asks questions and shows keenness to understand client perspective. Is responsive to client needs and requests. Works to meet timelines with minimal or no escalation.
Employee	
Rating	Significant Strength
Additional Supervisor	
Name	Rating
Geetha B	Strength
Bhanu Saxena	NA
L1 Manager	
Rating	Strength
L2 Manager	
Rating	
Effective Communication	
Conveys ideas, thoughts and feelings in a simple and clear manner. Listens actively and asks relevant questions to improve understanding. Engages audience by use of appropriate communication medium and achieves desired impact.	
Threshold	Positive Indicators
	Can pass on vital, relevant information quickly and clearly. Understands written and oral information and instructions and takes appropriate action. Consistently delivers accurate, clear and concise messages orally and/ or in writing. Asks questions to clarify understanding
Employee	
Rating	Significant Strength
Additional Supervisor	
Name	Rating
Bhanu Saxena	NA
Geetha B	Strength
L1 Manager	
Rating	Strength
L2 Manager	
Rating	
Collaborative Working	
Comfortable working across business and cultural boundaries. Respects and appreciates others' contribution. Works with others to maximize client and organizational results.	

Threshold	Positive Indicators
	Works well with colleagues from other parts of the organization. Willingly asks for others' ideas and views. Makes changes in own way of working for the benefit of the client and organization. Seeks out opportunities to work on projects and virtual teams.
Employee	
Rating	Significant Strength
Additional Supervisor	
Name	Rating
Bhanu Saxena	NA
Geetha B	Significant Strength
L1 Manager	
Rating	Significant Strength
L2 Manager	
Rating	

Overall Comments	
Employee	
Comment	<p>I am pretty much confident of what I am capable of and what I am doing.</p> <p>I have learned from my own mistakes.</p> <p>"If you are not making mistakes, then you are not doing anything"</p> <p>Tried my best to communicate effectively and still learning it</p> <p>I always worked together with team, no matter how worst the situation was.</p>
Additional Supervisor	
Name	Comments
Bhanu Saxena	NA
Geetha B	Agree to Rahul's comments. He never hesitated to take the work and complete it.
L1 Manager	
Comments	Agreeing with the given comments
L2 Manager	
Comments	

Performance Summary	
Areas of strength determined through job performance	
NA	
Areas of improvement determined through job performance	
NA	
Short term goals	

NA
Long term goals
NA

Discussion Summary	
Employee discussion Summary	NA
Manager discussion Summary	NA