2011 Performance Appraisal Form

Name   Suganya Anbumani   **Date**   12/22/11

                                                                                Managed Accounts

Position   Senior Java Engineer   **Department**   Technology

Manager   Jeffrey Do   **Period Covered**   Sep   **to**   Dec

Ratings and Definitions:

- **Distinguished Performance:** Displays the highest standard of performance in the job. The quality and quantity of work produced compares with the best in the company. Builds and maintains successful working relationships with others and is viewed as a leader throughout the company. Exemplifies Guiding Principles and is a model of excellence for others.

- **Commendable Performance:** Consistently exceeds, and at times far exceeds, all expectations of the job. Maintains an above average standard of performance in the quality and quantity of work produced. Builds strong working relationships throughout the company. Performance supports the Guiding Principles.

- **Fully Successful Performance:** Successfully meets, and at times exceeds, expectations of the job. Demonstrates the ability to execute major functions with limited guidance. The quality and quantity of work produced meets expectations. Maintains effective working relationships throughout the company. Performance supports the Guiding Principles.

- **Partially Meets Performance Expectations:** Demonstrates adequate performance in most areas of job responsibilities but needs improvement in some. May require above average supervision in one or more major functions of the job. Individual has the capacity to improve overall performance. Performance supports the Guiding Principles.

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Employee is new to the position and is satisfying the standards and expectations of a person learning or becoming oriented to a new position. May require above average guidance in one or more major functions of the job. This individual has the capacity to be fully successful. Performance supports the Guiding Principles.

- **Does Not Meet Performance Expectations:** Results fail to meet expectations. Performance has declined significantly, or has not sustained adequate improvement since last performance discussion. Has received a performance plan or a plan is forthcoming.

- **Not rated:** Review postponed until _____.

Our Guiding Principles

Discipline:

We are building our business and developing the talents of our associates with a clear direction. We rely on internal systems and procedures to drive accountability and look always to our guiding principles to measure our success.

Diversification:

We have made this the foundation of the entire organization, the force behind our culture of change, the appreciation for a diverse employee base, and the perspective through which we analyze problems and construct solutions.

Independent Thinking:

We trust the expertise of our employees and believe in autonomy with accountability.

Innovation:

We believe in the promise of empowerment, our culture encourages employees to look always for better ways to get things done and enables them to get things done quickly.

Integrity:

We are committed to do right by each other, to contribute to the community, and respect the most important names at Natixis Global Associates: our own.

1. **Key Responsibilities**

   a) **Describe and evaluate the four major responsibilities of the employee's position as outlined in the employee's job description.**

   b) **Describe how the employee performed this responsibility in relation to expectations.**

   c) **Weigh the impact (not time spent) of each responsibility in relation to the overall responsibilities by High, Medium, or Low.**

   d) **Evaluate/rate the employee's performance in each of the major responsibilities, using the above rating scale.**

Responsibility: Application Development

Description: The employee is responsible for developing applications using technologies appropriate to his/her skills. If the employee is not familiar with new technology, then a reasonable amount of self-learning is expected. The employee should be able to translate functional design requirements into a technical design and execute it by taking into account the current architecture of the system. The implementation should be easily supportable by peers and adhere to any standards currently defined.

Evaluation: Suganya performed her development duties very well this past year. She was able to learn both new technology and familiarize herself with our business process without undue guidance. She made significant improvements to the Common Java libraries by introducing a number of new technologies:

- The Hibernate object-relational mapping tool that improves the efficiency of development of database related code;
- Single sign-on (SSO) capability which enhances the user experience by automatically logging in users to applications using their Windows credentials;
- A new service layer library that increases the flexibility of the business logic code.

She was the main technical lead on the new Fast Track application which provides IT self-service to Natixis employees. She managed 1 contractor used for development and brought the project to completion successfully. She implemented a new testing procedure to the Manager Portal system which ensures the validity of any functional changes to the Tier 3 file generation process in future releases. Finally, she was the lead developer of the AAMS 5.0 project which brings new efficiencies to the daily AIA rebalancing process.

Rating ___ Commendable Performance _____   **Impact: ____High_____**

                                                                                            (High/Medium/Low)

Responsibility: Application Support

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Description: The employee is responsible for providing support when users have problems or when job failures occur. The employee is responsible for properly communicating to users as well as members of IT in a timely fashion and escalates issues when necessary. The employee is responsible for ensuring there is support documentation and that it is correct and up-to-date. Finally, the employee should follow up after issue resolution with suggestions to best prevent the issue from occurring again.

Evaluation: Suganya performed her support duties very well. She was able to handle front line support of both AAMS and the Manager Portal jobs and also resolve issues with other jobs with which she was previously unfamiliar.

Rating ____ Commendable Performance _____   **Impact: ____Low_____**

                                                                        (High/Medium/Low)

Responsibility: Application Design

Description: The employee is responsible for the design of new features and enhancements for new and existing systems. This includes working with the business to come up business requirements as well as analyzing the cost, efficacy, and efficiency of third party vendor tools and integration with existing internal systems. When there are deficiencies in the requirements, then the employee should be able to formulate the proper questions to ask in order to facilitate the design process. The employee should be able to communicate effectively design concepts through both written and verbal mediums.

Evaluation: Suganya was able to assist in the design of the new AAMS 5.0 enhancements by providing her own input into how UI elements should be designed. As the technical lead of the Fast Track project, she was able to come up with numerous designs that were not included in the original requirements, like the algorithm for a Tech Support rotation. Previously, tickets were distributed to the Tech Support team by using location of the requesting user, which meant some team members could receive more tickets than others. Suganya's rotation algorithm allows tickets to be distributed equally to all Tech Support users, even taking into consideration those users that may be out of the office.

Rating ____ Commendable Performance _____   **Impact: _____Medium_____**

                                                                        (High/Medium/Low)

2.   Management Objectives

      (To be completed for employees with management responsibility only)

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Evaluate manager performance in the following areas:

- Staff oversight and development

    - Hiring – hires the best people available, internally/externally; hires strong individuals and creates a talented department

    - Performance Management – sets expectations, observes performance, provides timely and objective feedback; addresses performance issues when necessary

    - Staff Development – provides challenging and stretching assignments to employees; actively works with staff to professionally develop in their career

    - Team Building – creates strong morale within their team; shares wins and successes; fosters open dialogue; promotes accountability.

    - Training – ensures proper training for new and current employees.

    - Priority Setting – spends their time and the time of others on what is important

- Budget oversight

- Collaboration with other departments in support of corporate initiatives

Rating _____   **Impact: __ _____**

                                                                                              (High/Medium/Low)

3.   Achievement of Goals:

Suganya achieved her goals successfully, exceeding expectations in a number of areas. She approaches her work with great enthusiasm and is consistently exemplifying ideals such as innovation and independent thinking. In addition, she took a leadership role in the Fast Track project, acting as the mentor for a contractor that worked on the project.

4.   Significant Strengths:

Suganya expanded her strengths as an engineer this year by demonstrating her ability to take the lead on projects and able to communicate her ideas to others successfully. She has become an important mentor to her peers and makes other individuals in her group more effective.

5.   Opportunities for Development:

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(How the employee can develop in their current position? What areas should the employee focus on to further develop in their career? Are their specific technical skills the employee needs to learn/refine? The 2011 Goals/Priorities may address these development opportunities)

Suganya should still continue to focus on becoming more independent in the design process. She should feel comfortable approaching the business users with her ideas without the approval of her manager. She should continue innovate and introduce new technologies that will expand the capabilities of the team. She should continue to expand her knowledge of business processes and how better to support them with her technical expertise.

6. **Overall summary of performance:**

(Discuss the employee's overall performance in relation to results achieved, how the results were achieved, and their demonstration of the Guiding Principles).

Suganya has continued her successful performance from the previous year. She has demonstrated that she can continue to grow and learn from her experiences and that she has far more potential that has yet to be realized.

7. **Overall Rating**

(Check one)	☐	**Distinguished Performance**
	X	**Commendable Performance**
	☐	**Fully Successful Performance**
	☐	**Partially Meet Performance Expectations**
	☐	**Does Not Meet Performance**
	☐	**Not rated; next review scheduled for _____.**

8. **Employee Comments:**

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9.   2012 Goals/Priorities

◆   Three to five goals∕priorities should be established with the employee to focus on in 2011.

Goal/Priority
Continue to understand more about the AIA business process and AAMS application specifically focusing on the rebalance algorithm.
Continue to expand the core set of Java technologies with new features that will speed up development and provide a rich user experience.
Assist other developers with their efforts by solving technical problems as well as assist in maintenance of development systems such as source code control and bug tracking.

Signatures:

Employee's signature _____   Date _____

Signature does not indicate agreement or disagreement with the appraisal.

A copy of this document will be placed in your employee file.

Manager's signature _____   Date _____

Executive Committee signature _____   Date _____