

FY16 Monthly Check-In Year-End Summary	
Employee Name, SOI & Role	Steve Sample, 3-4-3-5, Program Manager
Manager Name	

Guidance for Completing This Document

This document is meant to be a summary of all the Monthly Check-In conversations throughout the year. The content shared will not be new content, so keep it brief by focusing on the most important themes. After this summary conversation in July, employees: start thinking about updating your development and business outcome goals in August just as you would every month after your check-in. Don't worry too much about the formatting of this document. Remember, it's not about the form, it's about the conversation.

Employee Reflections

Summary of Stakeholder Feedback

Anand (Spotlight): Thanks for doing an awesome job in validating all Data Mart use cases, in particular product usage use case where we had to work on huge refactoring with rush deadlines while delivering great quality. I appreciate your hard work, passion and accuracy.

Kaushal (SDM-2014): Thanks Cuong DongSi for check QBN table as well. This was a great catch and your assessment was perfect as well.

Manager Reflections

Summary of Stakeholder Feedback

- 360 feedback from peers:**
- What is he doing well?**
- Annual –**
- Understands both the business case and the technical implementation. Very thorough and detail oriented. Shows leadership by doing, such as showing how to implement unit tests in the SQL code. Very easy to work with. It's great to have him on the team.
 - Perseveres and follows up on open bugs and other outstanding questions; proactively raises issues discovered during testing and proposes solutions
 - He is very meticulous and often thinks of edge cases developers have not thought about. He is flexible about changing priorities based on need
- Mid-Year –**
- Cuong excels at thinking through the corner cases and catching bugs that others don't think of. He is also always ready to pitch in and help wherever asked.
 - Cuong pays close attention to detail and catches many potential issues. He understands the logic of what is being tested and asks excellent questions. He collaborates very well with the other team members.
 - thorough, detail oriented and precise. He is an awesome QE. He is very detail oriented in his testing which helped us found many issues during his testing.
 - He is very good at identifying and testing the edge cases that developers often don't think about
- What are his areas of opportunities?**
- Annual –**
- Cuong's so good at what he does, his opportunity is in speaking up and having confidence. I have seen him working on this, and I know it was a big step for him to present to the whole team. I hope he continues to do that; the whole team can learn from him.
 - Forward-looking work-planning - identifying what stories will be coming his way and planning work accordingly to smooth workload/demand
 - His thick accent sometimes makes it hard to understand, but this is generally not an issue - not