

There are questions in each section below to help both the employee and manager get started. You don't need to address every question. A blank document is the on the next page.

FY16 Monthly Check-In Year-End Summary		Guidance for Completing This Document
Employee Name, SOI & Role	Cuong DongSi, SOI-3-2-3-5, Software Engineer in Quality II	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.
Manager Name	Lavanya Elangovan	
FY16 Annual Performance Rating: STRONG		Date: 7/18/2016 (Review Period: Aug 2015 – July 2016)
Employee Reflections		Manager Reflections
Summary Development Goal Progress		Summary Development Goal Progress
<ul style="list-style-type: none"> • Learned Hive by reading book/online documentation. That knowledge is very useful during VT-NZ Hybrid Options project. • Expanded Python knowledge, especially its best practices, to contribute and enforce code quality. • Attended AWS classes. That knowledge opened up lots of options, especially in future performance testing. • Verbal communication/Presentation: pay more attention to speaking slower and clearer. 		<ul style="list-style-type: none"> • Cuong has a great learning mindset, eagerness and passion to drive change and improvement to code quality • He is very methodical and organized. • Cuong has good written communication. He articulates his thoughts very well. • He is a great team player. Collaborates well with cross-functional team members. He stepped up and covered for other engineers during their vacation • Cuong is very self-aware. He does self-introspection and continuously strives to improve himself • Cuong should continue to share and influence code quality and process improvement ideas with the engineering team. E.g. adoption of SQL code unit test execution on Jenkins. • He should continue to practice improving his verbal communication skills through presentations and other forums like sprint planning, team meetings etc.
Summary of Business Outcome Goals		Summary of Business Outcome Goals
<ul style="list-style-type: none"> • Led efforts in SQL Unit testing and increased automated testing for ETLs in Data Marts. Created POC, added enhancements, presented to the team, created Jenkins jobs, socialized with developers. • Contributed to refactoring and bug fixes for dim_calendar. Enforced Python code quality. • Validated Data Mart use cases, found and validated many bugs in ETLs. • Product Usage (Use Case 1.2) has been running in production. Signups and Subs (Use Case 1.1) is also running, while subject to occasional enhancements (grouped into Use Case 1.4). 		<ul style="list-style-type: none"> • Cuong is a Quality Engineer on SBG Datamart and delivered quality for QBO Signup and subscription reporting and Product Usage data in Vertica (massively parallel processing system) • Cuong has strong test acumen. His test planning is thorough. He identifies corner cases and provides comprehensive test scenarios • He validated critical business reporting and analytics for QBO Signups and subscription reporting during migration from Netezza to Vertica. Netezza to Vertica migration involved data parity testing for data movement from Hive to Vertica and ETL testing for AuditInfo, TxHeaders, TxDetails, Obill and QBSE database tables. • He also performed Dimension calendar testing and developed unit tests for the same • He provided code hygiene and improvement suggestions to the developers for the

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Employee Name, SOI & Role	Steve Sample, 3-4-3-5, Program Manager	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.
Manager Name		
Employee Reflections		Manager Reflections
Summary of Stakeholder Feedback		Summary of Stakeholder Feedback
<p>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.</p> <p>Kaushal (SDM-2014): Thanks Cuong DongSi for check QBN table as well. This was a great catch and your assessment was perfect as well.</p>		<p>360 feedback from peers:</p> <p>What is he doing well? Annual –</p> <ul style="list-style-type: none"> 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 <p>Mid-Year –</p> <ul style="list-style-type: none"> 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 <p>What are his areas of opportunities? Annual –</p> <ul style="list-style-type: none"> 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