**Objectives List**

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| [**Objective - 1**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=1) |
| Project Work |
| **Measurement Criteria** |
| • Assigned tasks completed on time : 95% • Rework effort on assigned tasks < 5% • Defect Prevention steps taken >= 2 per quarter • Thorough Impact Analysis : 100% of assigned tasks |
| **Appraisee's Comments for Objectives** |
| • I have always delivered my work in time. In SellKeys3.1 I have completed assigned tasks in time. • I have always tried to minimize the rework. • I have always followed the Microsoft standards for coding. I have been following the checklist for coding. • Before doing any modification I always do the impact analysis and then fixing the bug. After fixing the bug I always do the Unit testing to check any impact of work. |

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| [**Objective - 2**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=2) |
| Process Quality |
| **Measurement Criteria** |
| • Errors observed in the reviews of documentation < 1 errors / page • Field errors in self modules < 0.15 / KLOC • Number of iterations between author and reviewer <= 2 : 95% compliance • Usage of OnTarget effort tracking system: 100% compliance |
| **Appraisee's Comments for Objectives** |
| • Both the design document as well as the code were completely reviewed and recorded (E.g. SELLKEYS 3.1 Project). • I have always followed the FS & Tech document while doing the coding. After finishing the work also one more time doing the cross checks with FS & Tech Design. • I am always updating my efforts without any delay. |

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| [**Objective - 3**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=3) |
| Internal system |
| **Measurement Criteria** |
| • Usage of Effort Tracking system and other systems defined by Project : 100% compliance • Advance notification of absence : 100% • Status reporting of work to supervisor Ontime : 100% • Attending project meetings ontime : 100% • Contributing to K-NET: 1 (case-study; whitepaper; reusable compoennet; etc) per quarter  • Complete ICP certification • Take part in interview process - At least 1 weekend per month. |
| **Appraisee's Comments for Objectives** |
| • I am always updating my efforts without any delay. • Whenever I took leave I have informed my supervisor well advance. • Daily I am updating the status of the work to my team lead.  • I am always attending project meeting ontime without fail. • Whenever possible I have contributed in taking interviews. |

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| [**Objective - 4**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=4) |
| Competency development |
| **Measurement Criteria** |
| • Internal systems/external certifications >= 1 per quarter • Should give technical seminars/trainings - 1 per every quarter • Complete mandatory trainings by Dec-2007 - 100% compliace • Training: Minimum 6 person-days per annum. |
| **Appraisee's Comments for Objectives** |
| • I have completed all mandatory trainings.  • I have attended all the trainings which I have nominated for till now. |

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| [**Objective - 5**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=5) |
| Customer Satisfaction |
| **Measurement Criteria** |
| • Internal and Customer appreciations : At least once per project or every six-months • Participation in Internal surveys : 100% compliance |
| **Appraisee's Comments for Objectives** |
| • In SellKeys3.1 I got Customer appreciation. • Recently I participated in VOW survey. |

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| [**Objective - 6**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=6) |
| Development Plan |
| **Measurement Criteria** |
| Improve leadership qualities |
| **Appraisee's Comments for Objectives** |
| • Proactively involved in motivating the team during project design & execution time. • Worked on improving interpersonal and soft skills in dealing with various types of people.  • Played vital role in making various decisions understanding the concerns from team and client front. |

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| **[Significant Achievements Beyond Objectives](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_obj_det&objtype=old&objnum=0)** |
| Not Entered |

**Competency List**

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C081&ThLevel=1&empLevel=2)** | [**Achievement Orientation**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C081&ThLevel=1&empLevel=2)  Enthusiastic, proactive and self-starting. Seizes opportunities, acts upon them and Displays sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards. |
| **Threshold level** | **Positive Indicators** |
| Follows through with plan of action & manages obstacles to successfully achieve work objectives | Clarifies what is expected and commits to deadlines and achievement of objectives.  Demonstrates self motivation and is positive and enthusiastic about the job.  Remains focused and stays with a task until completion, Seeks to understand reasons for obstacles and to find ways to overcome. Does not give up at the first obstacle.  Respects the rights of others whilst achieving one?s own goals.  Show willingness and ability to follow through on projects or assignments.  Recognizes when the task is no longer attainable.  Acknowledges the work and contribution of others. |
| **Level Selected by Appraisee :- M** | Meets Requirement |
| **Employee's Comments** | I have always focused towards my job and given task. I have always completed my task in time without fail.  If I face any obstacle in my task or work will not give up till get the solution. In this case first I analyze the issue and found the root cause of the problem and I always keep on trying to overcome that obstacle in different way till I get the solution for that issue. The same logic has been implemented in my projects.  I always analyze the given tasks if the task is no longer attainable then I will escalate issue to my supervisor. I have always shared the work with my team members when ever is required. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C082&ThLevel=2&empLevel=2)** | [**Effective Communication**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C082&ThLevel=2&empLevel=2)  Listens effectively and expresses ideas, both verbally and nonverbally, to achieve understanding. |
| **Threshold level** | **Positive Indicators** |
| Anticipates others? communication needs and adjusts own communication style accordingly | Makes effective use of pauses and breaks in delivery.  Actively listens to understand not only what is being said but also what is meant, by interpreting the substance of the verbal message, choice inflection and body language.  When communicating takes into account the sensitivity of the issue by recognizing people interest, political ramifications and departmental constraints Reads an audience well and can handle their questions or information requirements without getting side-tracked.  Exploits both formal and informal channels of communication in the team. |
| **Level Selected by Appraisee :- M** | Meets Requirement |
| **Employee's Comments** | Though I joined the ROQ project late, Could understand the system fast and communicate effectively my understanding of particular concepts in a way understandable by others. Any issue with in project is discussed with all the team members or leads in efficient manner and works towards getting the solutions and also listen audience questions or information requirements patiently without getting side-track.   Even at the times of emergency, I communicated things in an efficient manner to quicken the process towards solution. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C083&ThLevel=2&empLevel=2)** | [**Self Confidence**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C083&ThLevel=2&empLevel=2)  Independent and self-reliant; conveys a realistic confidence in own ability to select appropriate courses of action and in likely success of own initiatives; able to stand ground in face of opposition; seeks out and acts upon feedback on own performance; accepts criticism without becoming hostile or over-defensive. |
| **Threshold level** | **Positive Indicators** |
| Able to exercise judgement & action in relation to own role and beyond parameters | Voices suggestions, objections and preferences confidently and objectively.  Stands up to senior management if not convinced about the issue and raises his own views.  Continually challenges self and goes beyond established practise when convinced of need  Remains calm and focused in crisis situations and negative criticism Asks for time & additional information to understand processes before commencing a project |
| **Level Selected by Appraisee :- M** | Meets Requirement |
| **Employee's Comments** | Suggestions, objections and preferences as required during the project are raised confidently. Always been an active participant in all the Project activities. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C084&ThLevel=1&empLevel=1)** | [**Working in Teams**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C084&ThLevel=1&empLevel=1)  Establishes a common cause and a shared mindset. Fosters open dialogue creates a feeling of belongingness and inspires others to work effectively as a team in meeting common goals |
| **Threshold level** | **Positive Indicators** |
| Effective team player. | Takes a reciprocal approach to problem solving.  Helps team members when they are under pressure.  Ensures communication within the team and offers information to other team members.  Is able to co-operate with other team members effectively to achieve shared goals.  Is polite and friendly to others and does not create conflicts. |
| **Level Selected by Appraisee :- E** | Exceeds Requirement |
| **Employee's Comments** | I have been maintaining good relationship with all team members. I am always ready to share the work of other team members when required and keep all the team members informed about the issues. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C085&ThLevel=1&empLevel=2)** | [**Persuasiveness**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C085&ThLevel=1&empLevel=2)  Influences attitudes and opinions of others and gain agreement to proposals, plans and ideas. |
| **Threshold level** | **Positive Indicators** |
| Uses facts and information to persuade and adapts arguments to suit the needs. | Appeals to reason and uses available data and examples to make a point. Anticipates the effect of one?s approach or chosen arguments on the emotions and sensitivities of others.  Adapts arguments to appeal to the needs or interests of others  Achieves resolutions and solves role related problems. Influences others to get the job done.  Brings about closure of negotiations. |
| **Level Selected by Appraisee :- M** | Meets Requirement |
| **Employee's Comments** | Pro actively mingled with other team members in analysis of various issues related to Analysis, Deliverables and other project and technology related schedules. Helped the team members in illustrating various technical issues and shared my views to the problems in a convincing, adaptable and acceptable manner for the whole team. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C086&ThLevel=1&empLevel=1)** | [**Planning Delivery**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C086&ThLevel=1&empLevel=1)  Defines tasks, milestones, establishes clear priorities and schedules activities to achieve objectives, while ensuring the optimal use of resources to meet those objectives. Constantly monitors performance against objectives. |
| **Threshold level** | **Positive Indicators** |
| Successfully completes activities with slight uncertainty and delivers objectives in a timely manner. | Organizes work with slight uncertainty for a small team. Is able to provide clear directions, guidelines, and support to others.  Makes needed adjustments to timelines, steps and resource allocation.  Prioritises multiple activities appropriately.  Brings conflicting work priorities to the attention at the right time  Demonstrates effective logistics management.  Checks at critical points to make sure that work progress is on target.  Monitors the attainment of the objectives and quality of the work completed.  Escalates bottlenecks effectively |
| **Level Selected by Appraisee :- E** | Exceeds Requirement |
| **Employee's Comments** | Ensured to maintain 100% time and quality compliance for the deliveries planned. There were few occasions that we have exceeded client expectations in overcoming various complex issues. Always tried to deliver the deliverables beyond the expected time lines with a good quality also implementing the best practices in all the possible aspects. Defined and followed best possible escalation process with other parallel in tracking various blocking issues thus by making sure that 100% transparency is maintained amongst all. |

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| **[Competency](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C088&ThLevel=1&empLevel=2)** | [**Customer Orientation**](https://gateway-india.wipro.com/NASApp/hrweb/ego/appr/jsp/Controller.jsp,DanaInfo=tedapp2.wipro.com+?screenName=appr_edit_comp&compID=C088&ThLevel=1&empLevel=2)  Concerned to provide a prompt, efficient and personalised service to clients; goes out of way to ensure that individual customer needs are met. |
| **Threshold level** | **Positive Indicators** |
| Applies understanding of customer needs. | Is focused on customer needs, acts on feedback and looks for ways to improve service.  Involves customers in the decision-making process where appropriate.  Seeks to go beyond the routine or expected in meeting customer?s needs.  Ensures accessibility for customers in different time zones.  Identifies the most appropriate medium with which to communicate with the client on any occasion.  Takes steps to monitor and act on measures of customer satisfaction.  Rewards team for outstanding customer service. |
| **Level Selected by Appraisee :- M** | Meets Requirement |
| **Employee's Comments** | Always gathered the requirements from the customer’s view point and ensured that the objectives achieved are matching 100% to the customer’s expectations. There were always special mentions about the project and the underlying team performance from the customer-end senior management which indicate that customer satisfaction was always too high. |