2020 Annual Performance Assessment

Vincent D Tierra, Software Engineer I

Effective date 12/31/2020

Review Summary

Contributors

- Vincent D Tierra, Employee - Due: 10/23/2020
- Tyler L Jaquish, Manager - Due: 11/20/2020
- Holly S Bloom, Administrator

Instructions

EMPLOYEES & ADDITIONAL CONTRIBUTORS- please complete the assessment and submit it to the reviewing manager within the time frame provided. REVIEWING MANAGERS - please complete the employee assessment, incorporating the feedback from the additional contributors. Once completed, the reviewing manager must finalize and submit the assessment.

Ratings

	Employee Rating	Manager/Additional Contributors Rating
Competencies	*N/A*	Exceeds Expectations
Overall Rating	—	Exceeds Expectations

Final Performance Rating

Score:

Signatures and Final Comments

If an employee disagrees with any of the information contained in this document, he or she can submit a written statement explaining his or her position, which will be maintained as part of his or her employee personnel file.

Vincent D Tierra, Employee   No comments are available.

Tyler L Jaquish, Manager   No comments are available.

Goals

Instructions

Please detail all annual goals that were established for the 2020 review period (January 1, 2020 – December 31, 2020). Please describe all progress to date, goal accomplishments, and/or obstacles experienced in meeting set goals. Please also include your forecast for goal achievement by year end.

Goal Comments

1. **2020 Goals and Objectives Summary**
   0 % complete
   Please enter your 2020 Goals and Objectives Summary Update here. If you've already added Goals into UltiPro, or Goals are not applicable to your performance, you may leave this section blank.

   Vincent D Tierra , Employee

   - Create an internal service for the applications to documents.
   - Collaborate with the UI team to enhance Omni's UI and UX.
   - Improve full stacks skills by tackling different types of issues and taking crash courses.
   - Refactor old code in omni for either code efficiency, readability, make it reusable, and/or to optimize speed
   - Build new features for Omni to streamline work for the users.

   Tyler L Jaquish , Manager

   Vince has decent goals for his tasks and projects, but I'd like to see him aim higher for his professional development. Looking at his career from a higher level will help him achieve much greater things than code and features. Having said that, one of his strengths has been living in the moment and tackling the current sprint.

Competencies

Instructions

Competencies are the knowledge, skills, abilities, and behaviors that contribute to the employee's job performance. EMPLOYEES - please select N/A for your own competency ratings on your self-assessment, and include any relevant comments relating to your performance. For competencies 7 and 8 please only comment if applicable. ADDITIONAL CONTRIBUTORS - please rate the employee's competencies and add any relevant comments supporting the rating. Additional contributors may select N/A where they do not have relevant feedback. REVIEWING MANAGERS - please select a final rating, incorporating the ratings of the additional contributors as appropriate. Reviewing managers should then complete the comments section with their own comments and incorporate comments from the additional contributors. Please only rate and comment on competencies 7 and 8 if applicable.

Section Ratings

Employee	Manager/Additional Contributors Rating
N/A	Exceeds Expectations

Rating Scale

Title	Description
Unsatisfactory	Significant, immediate improvement required to meet expectations for the position. Performance improvement action plan to correct performance, including timelines, must be outlined and monitored to measure progress.
Needs Improvement	Performance is not consistently meeting expectations – performance is failing to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals are not being met.
Performing	Performance is consistently meeting expectations in all essential areas of responsibility, work quality is overall is very good. Independently, competently performing all responsibilities. Results are timely and accurate. Critical goals are being met.
Exceeds Expectations	Performance is consistently exceeding expectations in all essential areas of responsibility, quality of work overall is excellent. Demonstrating unique understanding of work beyond assigned area of responsibility. Annual goals are met and/or exceeded.
Out	Performance is far exceeding expectations in all essential areas of

Title	Description
Performing	responsibility, overall quality of work is superior; and either 1) including the completion of a major goal/project ahead of schedule, or 2) making an exceptional or unique contribution.

Competency Ratings Competency Comments

1. **1 - Analytical Thinking**
   Critical Thinking
   - Understands key concepts and can apply knowledge to the required job/technical skills
   - Develops an understanding of assignments
   - Understands key concepts and can apply knowledge to the required job/technical skills
   - Intellectually curious
   - Has shown growth in knowledge of the business and industry
   - Can take on more complex assignments
   Decision Making and Judgement
   - Recognizes problems accurately, responds appropriately
   - Takes initiative to address issues or concerns and elevates as appropriate
   - Seeks input from others when needed, makes timely decisions

Type	Functional
Vincent D Tierra , Employee *N/A*	I understand the main concepts of how the application works and can apply this knowledge when building new features for the application. I've been able to recognize problems, report and label them with the correct tag to address the issue in a timely manner.
Tyler L Jaquish , Manager **Performing**	Vince is very capable of critical thinking and understanding key concepts to perform his tasks, but I think sometimes he lacks the intellectual curiousness or drive to want to understand in depth. He has shown great growth in knowledge of the business and taking on more complex assignments.

2. **2 - Commitment**
   Integrity
   - Straightforward and honest, acts with high integrity
   - Maintains confidentiality of clients and firm
   - Supports company values and maintains high personal standards on all activities
   - A positive contributor to company culture
   Work Ethic
   - Manages a fair workload relative to other team members
   - Demonstrates good time management skills
   - Attention to detail, work is complete when sent for further review or to others
   - Maintains an ownership mindset
   Adaptability/Flexibility
   - Handles changing assignments with appropriate attitude and adjusts priorities effectively
   - Adjusts plans to meet changing needs
   - Cool under pressure
   - Raises key issues if deadlines are at risk
   Dependability & Accountability
   - Meets commitments on time consistently

- Accountable for own work quality and content
- Enforces the Company's one team approach and proactively helps others
- Proactively identifies potential issues of meeting deadlines
- Proactive approach to responsibility

Type	Interpersonal

Vincent D Tierra , Employee

N/A

I can adapt quickly and handle changes and adjust tasks in the assignment with a positive attitude. I've been able to handle a fair workload and in some sprints even more than what is fair but still managed to complete most, if not all of my tasks for the sprint. This proves that I can work under pressure and adjust some plans to meet the needs and deadline.

Tyler L Jaquish , Manager

Exceeds Expectations

Vince has been very reliable, communicative, responsible, and flexible during this time of working remotely. His production and efficiency has been steady, attention to detail and integrity has always been a strength. He has adapted to whatever condition our sprints are in, and sometimes finishing more work than was expected.

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3. **3 - Communication**
Written Communication
- Demonstrates a clear, direct writing style
- Appropriate level and accuracy in use of vocabulary
- Communication is professional and succinct
Verbal Communication
- Speaks clearly and intelligently
- Asks good questions, actively listens, facilitates dialogue
- Demonstrates improving verbal or presentation skills
- Treats all internal colleagues and external constituents with the appropriate level of respect
- Presentation skills
Presence
- Approachable, collegial in interactions
- Represents the firm well
- Inspires trust, confidence
- Maintains a high level of professionalism

Type	Intrapersonal

Vincent D Tierra , Employee

N/A

Since March, when everyone was forced to work from home I was able to enhance my written communication skills through Team chats and emails. I have been able to communicate and collaborate with the team online with no issues.

Tyler L Jaquish , Manager

I have noticed growth in Vince in this regard.

Exceeds Expectations

He inspires trust and confidence and speaks clearly and succinct when asking questions or discussing his projects . He is approachable and represents the firm well with his professionalism.

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4. **4 - Creativity & Innovation**

Continuous Improvement
- Seeks opportunities to improve elements of the business
- Eliminates mediocrity and complacency, challenges the status quo
- Generates new ideas
- Willing to take calculated risks to support change

Creative Problem Solving
- Exercise sound reasoning to analyze issues
- Synthesizes information
- Encourages innovation and remains open minded to change
- Develops original and innovative solutions

Strategic Thinking
- Develops a board, big-picture view of the Company and its mission
- Ability to link long-range visions and concepts to daily work

Type	Business and Organization
Vincent D Tierra , Employee *N/A*	I continuously seek opportunities to improve the product and the work-flow/code in Omni. Understanding the long term plans helps with developing the day-to-day features and plans for scaling up.
Tyler L Jaquish , Manager **Exceeds Expectations**	Vince looks for improvements to our codebase and user interface and makes solid suggestions. He develops original and innovative solutions for his tasks. He hasn't been asked to do long-term planning for our department or project, so I think it's something where we both can grow, as the department and vision allows. I think there may also be room for him to grow when it comes to complacency. For example, putting a bandaid on a problem versus digging deeper to solve the bigger issue, even though it may be the harder route.

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5. **5 - Job Knowledge/Professional Development**

Work Quality & Completeness
- Work is accurate and completed with minimal errors or corrections, work can be trusted
- Attention to detail and follow up skills

Productivity & Time Management
- Prioritizes appropriately
- Meets internal/external deadlines on assignments
- Shows energy/takes initiative and accountability for work product and assignments
- Reacts to and pursues opportunities to expand role

Continuous Learning / Growth Mindset
- Learns new skills and knowledge on an on-going basis

- Proactively seeks opportunities for internal and external development opportunities
Job Knowledge
- Work is completed with minimal errors or corrections, work can be trusted by team members
- Possesses a solid grasp of the position and area he/she supports
- Organizational proficiency (internal systems; files; contacts; phone and conference systems)
- Computer proficiency where applicable
 -Clear focus and attention to detail in completing assignments

Type	Functional
Vincent D Tierra , Employee *N/A*	My job knowledge and professional development has improved a lot since I joined the team. I can confidently tackle different issues with little to no supervisions. I have a better understanding of what takes priority to meet internal / external deadlines.
Tyler L Jaquish , Manager **Out Performing**	This is one of Vince's biggest strengths. Accurate work, flexible with priorities, meets deadlines, attention to detail. My one growth comment is similar to other sections, where I think he can take on tasks outside his comfort zone to continue his professional development.

6. **6 - Teamwork/Collaboration**
Drive Positive Team Performance
- Fosters environments that encourage teamwork and respectful relationships, including cross-functionally
- Maintains a high level of adaptability and flexibility to enable team collaboration
- Provides meaningful and continuous feedback and assessment of the work of others
Cultural Awareness & Inclusion
- Exhibits awareness and acceptance of the cultural differences that exist
- Connects with employees across all cultural backgrounds
- Invests in Company diversity and inclusion programs and efforts

Type	Interpersonal
Vincent D Tierra , Employee *N/A*	I work well with others and aware and accept cultural differences that exist. I've been able to collaborate well with different people in the department and not just from the Omni team.
Tyler L Jaquish , Manager **Exceeds Expectations**	Vince is a good team member in that he's respectful, communicative, helpful and flexible.

7. **7 - Client Focus/Service (Please only rate if applicable)**
- Builds customer confidence and trust by following the Client Service Delivery Model.
- Displays customer service approach to interactions (both internal/external)
- Ensures commitments on timing are met
- Interacts appropriately on calls/meetings with internal and external parties

- Can be trusted to handle direct communication with all levels of the firm and external contacts

Type	Business and Organization
Vincent D Tierra , Employee *N/A*	N/A
Tyler L Jaquish , Manager *N/A*	Vince doesn't engage with clients.

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8. **8 - Leadership (Please only rate employee if applicable)**

Leads the Organization
- Manages change
- Solves problems and makes decisions
- Manages internal politics and influences others
- Takes calculated risks and leads innovation
- Sets vision and strategy
- Understands and navigates the organization
- Able to deal with complexity
- Cultural interest and sensitivity

Self-Leadership
- Displays drive and purpose
- Demonstrates ethics and integrity
- Exhibits a leadership stature
- Proactively increases self-awareness

Leads Others
- Communicates effectively
- Develops others
- Thoughtfully delegates to team
- Builds and maintains positive relationships
- Manages effective teams and work groups

Type	Functional
Vincent D Tierra , Employee *N/A*	I don't have much experience in leadership in Omni but hoping with the new intern / new engineers coming on board, i would have the opportunity to enhance my leadership skills.
Tyler L Jaquish , Manager *N/A*	Vince hasn't been put in a leadership position, but his comments are accurate. Hoping to give him more responsibility in this regard for the coming year.

Overall Comments

Instructions

This comment is for any other feedback you wish to provide. It may be further clarification on goals and competencies or it may be something unrelated that you just want to make sure is included. This comment will be viewable as part of the approved review.

Comments

Tyler L Jaquish , Manager	Vince has done a great job tackling anything thrown his way, and I think he has learned a ton this year.

Developmental Comments

Instructions

Enter comments outlining development plans, action steps to accomplish them, and desired outcomes.

Comments

Vincent D Tierra, Employee	I plan to continuously work with the team to complete my goals, and take on crash courses online/read articles to enhance my technical skills and be up to date with the new technologies.
Tyler L Jaquish, Manager	I want to follow up on these comments to make sure that we are fostering a learning environment and allowing time for Vince to not only research technologies, but also put them into practice. I also think that Vince is going to grow quite a bit as we bring on new interns and engineers that will rely on his knowledge and experience.