

Employee Details

Employee Name	: Vandrangi Akhil Kumar Patnaik
Employee Id	: 669
Job Title	: Associate Application Support Engineer
Performance Rating	: 5

Reviewer - Wise Rating


Performance Rating

Vandrangi Akhil Kumar Patnaik			5
SECTION NAME	RATING	WEIGHTAGE	FINAL RATING
Questions	5	100%	5
Overall Rating			5

Questions

Associate Job Knowledge (25%): How effectively you have acquired the competencies that includes knowledge/skills and abilities required for the job role and the efforts or plans to acquire new skills?. Additionally:What new skills or knowledge have you acquired to advance departmental objectives? How do you stay updated with the latest trends and technologies in our field?

Job Knowledge: Understands present job responsibilities and related work; demonstrates skills and abilities necessary for full job performance; comprehends all phases of the job, including the use of technology, materials and tools.

 Vandrangi Akhil Kumar Patnaik

18-Mar-2024, 3:12 PM

Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

I successfully achieved the competencies required for this job role through the combination of education, training, and on-the-job experience. Pennant gave me with excellent training, allowing me to develop the knowledge and skills needed for my job. This experience gave me great organizational and time management skills, and also good technical skills in programming languages, scripting languages, troubleshooting which will help me in my work as production support, and I can now able to handle Multiple project in my role and assisting technical issue resolutions to clients.

Associate Quality & Output Focus (30%): How effectively you are focusing on the outcome with highest level of Quality? Accurately, neatly and effectively completes work; produces work that is comprehensive in scope, complete

in detail and accurate in content. Adept in Problem solving and decision making.

Quality & Output Focus : Accurately, neatly and effectively completes work; produces work that is comprehensive in scope, complete in detail and accurate in content. Adept in Problem solving and decision making.



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Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

I keep results at the highest quality level by carefully considering assigned tasks and, once the desired outcome is defined, prioritizing tasks to ensure the most important tasks are completed first. I am always striving to do so. I maintain effective communication at all times because effective communication is essential to achieving high quality results. This includes interacting with team members, managers, and customers to address issues and explain the status of issues and tickets on a daily basis, regularly monitoring progress and ensuring desired results are achieved. This also includes reviewing your plan regularly and making adjustments as needed to stay on track. I was constantly evaluated and improved our processes to achieve higher quality results. It includes analyzing results, identifying areas for improvement, and implementing changes to improve performance.

Associate Productivity & Meeting Timelines(30%): How you rate yourself in terms of your productivity and meeting the timelines without compromising the quality. Time management. Ability to work under pressure. How effectively you owns issues; drive and address open questions and follow-ups until all clarified and resolved.

Produces the required volume of work; plans, organizes and meets deadlines without compromising the quality



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Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

To improve productivity, it's important to focus on efficiency and organization. So I maintaining few things like setting clear goals, prioritizing tasks, minimizing distractions, and delegating tasks when appropriate. I took breaks and also managing time effectively to avoid burnout and maintain high levels of productivity over time. I was always maintains the Meeting timelines without compromising quality it includes effective time management and communication skills. To stay on track, I always make sure to set realistic deadlines, prioritize projects, and communicate openly with team members and clients. I routinely assess progress and change schedules or goals as needed to ensure that quality is not sacrificed in favor of speed.

Effective Communication & Responsiveness (5%): How do you rate yourself on how effective is your communications and how responsive you are in providing timely response?Please don't just consider verbal communication but the ability to structure and express your thoughts effectively (in verbal or written) with appropriate context and more importantly your responsiveness (Timely response/acknowledgment).

Shares and provides relevant, timely, and accurate information; expresses ideas clearly in written and oral form; follows oral and written directions. Chooses the most appropriate method of communication. Directs feedback to supervisor. Understands when it's appropriate to use email vs. phone



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Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

For the effective communication I always prefer to evaluate the ability to actively listen to others because communication involves both

speaking and listening, so I prefer to evaluate the ability to actively listen to others, which includes paying attention, asking questions, and reflecting on what the other person is saying. Communication also requires clear and concise expression, so I convey the information in a way that others will easily understand. I also working on good nonverbal communications like facial expressions and body language and tone of voice plays greatly impact the communication and I always maintain that good communication styles vary depending on the situation, culture, and individual, and I work on improving my ability to adapt my communication style in different situations. However, as a production support role, communication is critical and I always work on verbal communications through calls to clients, So I always maintains Excellent communication skills.

Associate Professional Behaviour (5%): How you do rate your self in demonstrating and exhibiting professional behavioral patterns- Attitude/ Cooperation / Adaptability. This iincludes Commitment, team spirit, amount of interest and enthusiasm shown in the performance of responsibilities and attitude toward team members, other teams, and Client Teams. Works effectively and willingly with others (individuals and departments) in positive, supportive, and cooperative relationship. Accepts new or changed situations, adjusting activities and plans to accommodate.Give an example of how you've supported a colleague in achieving a high standard of Output.



Vandurangi Akhil Kumar Patnaik

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Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

I always keep a positive attitude, maintain a proactive mindset, and treat others with professionalism. I contribute to a collaborative team environment by assisting and supporting my colleagues, and I am always adaptable to changing conditions and learning from new experiences. I am also capable of working efficiently in fast-paced or ambiguous situations. I was always open to new ideas and perspectives, and I could acquire and apply fresh abilities and knowledge quickly and efficiently. By demonstrating a good attitude, cooperation, and adaptability, I was able to establish myself as a vital team member.

Organizational Alignment (5%): How well you are aligned yourself to achieve organizational objectives than individualistic. How effectively you are living with Organizational Core values and strive to achieve Organizational Objectives?How well do you understand the organization's strategic objectives for this year and how your role contributes to achieving these organizational objectives?In what ways have your tasks and projects over the last period aligned with our organizational goals and give an example of how you adjusted your work to better support organizational priorities?

Organizational alignment expects associates to collectively focus on achieving organizational objectives than individual achievements. Focus on organizational results than individual or team or department.



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Performance: 5/5 ★

Performs at Next Level / Super Exceeds Expectation

I prioritize teamwork and collaboration, recognizing that collective effort leads to greater success than individual achievements alone. By actively participating in team discussions, contributing ideas, and supporting my colleagues, I ensure that our efforts are directed towards achieving our shared organizational objectives. I consistently uphold the core values of our organization in my day-to-day actions and decisions. Integrity, teamwork, and innovation are not just words to me; they guide my behavior and interactions with others. I strive to foster a positive work environment where these values are embraced and practiced by everyone. By embodying these core values, I contribute to creating a culture that enables us to achieve our organizational objectives effectively. I have a clear understanding of our organization's strategic objectives for this year and how my role fits into the larger picture. I regularly review our strategic plan and seek clarification when needed to ensure alignment between my responsibilities and the overarching goals of the organization. By understanding the strategic objectives, I can prioritize my tasks accordingly and focus on activities that contribute most directly to achieving our desired outcomes.

What accomplishments are you most proud of?



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Performance :

I'm proud of accomplishments in the past year that significantly contributed to our team's success and aligned with our organizational goals. I identified issues, implemented solutions, and collaborated closely with the client to meet their needs effectively. Seeing our efforts translate into tangible results that positively impacted client relationships and our market reputation was gratifying. These experiences boosted my confidence and deepened my understanding of our industry and customers' needs. Moving forward, I'm committed to building on these successes, collaborating effectively with colleagues, and contributing to our organization's growth and success.

What are three areas in which you would like to develop to continue growing at this company?



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Performance :

Personally, I work to improve in several areas such as skill development by identifying new skills and learning required skills that are valuable to my role. These include technical or programming languages, database or software tools, project management, or soft skills such as communication, leadership, and time management. I am constantly building relationships with colleagues, clients, and other professionals, which helps me expand my knowledge, gain new perspectives, and even open up new opportunities. I always accept new responsibilities and new projects that challenge me and encourage growth. This includes working on multiple projects, new projects, leading teams, or leading new initiatives.

What do you think you should do differently next year and why?



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Performance :

Reflecting on my performance last year, I identified areas for improvement to better align with the organization's goals. One area I intend to focus on is enhancing my time management skills. I sometimes struggle to prioritize tasks efficiently, causing workflow inefficiencies. To address this, I plan to implement a more structured approach to my daily and weekly planning, utilizing time-blocking techniques to allocate dedicated time for important tasks. I'll also explore tools for minimizing distractions and maintaining focus at work. Improving time management is vital for personal productivity, meeting deadlines, and delivering quality work consistently. Efficient time management enhances team collaboration and supports organizational efficiency and excellence goals. I am dedicated to developing these skills and eager to show measurable performance enhancements in the coming year.

What elements of your job do you find most challenging that you would like to work on?



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Performance :

As a production support role, I am constantly working in a challenging environment, dealing with a various issues, and learning new things on a daily basis. As a result I learned time management skills by setting goals, breaking tasks into smaller, more manageable pieces, and maintaining a perfect plan based on priority. I also learned communication skills because in the role of support, we constantly discuss issues with clients, managers and team members so communication plays major role. Sometimes need to work on stressful environment so I maintain stress management techniques such as Mindfulness, Exercises, Taking breaks. Along with the mentioned skills I also working on specific technical skills used for the job Role. All these makes me likes to work on.

What elements of your job interest you the most and the least?



Performance :

The most interesting aspects of my role is assisting clients for resolving Technical issues and meeting their needs, as well as learning new skills and gaining knowledge that keeps me up to date with fintech industry trends and learning troubleshooting and diagnosing issues. I work in a fast-paced dynamic environment that presents new challenges on a daily basis. Some elements might be less appealing to me includes some times working in long or irregular hours including weekends and holidays depending on the priority of the issue that arises on the product, and performing repetitive or routine tasks that require a high level of attention to detail and accuracy, as well as working under pressure and meeting tight deadlines.