Final Task 1

Select one of your team members to perform this task. If you do not have a team at this moment, do this task yourself.

You can refer to the practical tasks, offered in the modules “Performance Management” and “Employee Education and Development”. You can use these materials when preparing your final task.

# 1) performance evaluation form

**Create a performance evaluation form for one of the positions in your team.**

* The form should contain criteria for assessing your team member’s job performance – KPI (effectiveness, efficiency) and competency evaluation.
* The KPI table should entail 3-6 indicators.
* The competency table should comprise 3 or more items.

**Before start, look through:**

* Global Competency Framework
* Skills matrices

Name of the position: \_\_\_\_\_\_\_Software Engineer (D2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Zone of responsibility/ goal or task in it | Criterion/indicator | Method of evaluation | Unit of measurement | Plan/Target | Weight | Limit |
| Development / Efficient code design | Number of comments during code review | Statistics (Crucible/Code review tool), Surveys | Avg severe design flaws comments count per task | 4 | 15% | 6 |
| Development / Code Quality | Number of reopened issues | Statistics (jira) | Jira issue count | 0 | 40% | 2 |
| Development / Code Quality | Automated test coverage | Automated report | Line/branch coverage % | 75% | 15% | 65% |
| Self-Efficiency / Self-management, Responsibility | Number of tasks with failed deadlines | Agile tool (V1) Statistics | Task count | 2 (deadline violation within 1-2 days) | 30% | 3 (deadline violation within 2 days) |

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| Competency required | Description of the competency, manifestation |
| Responsibility / Ownership | Takes responsibility over the declared scope of work, delivers it in time (within deadlines) and with established quality level. Becomes responsible for ambiguous work part clarification, risk management on task level. |
| Java Software Design | Efficiently designs tasks in Java language, according to project code standards. Makes extensive use of core and 3rd party libraries and existing project code reuse. Practice TDD or ensures all critical paths are covered with automated testing |
| Decision Making | Analyze story from implementation standpoint and underline potential risks / exceptional behavior. For each risk uncovered develops action plan or several. In case of several action plans, provides pros/cons of each, underlining the preferred one from his standpoint with description of choice |

## Evaluation criteria

Your KPI table has 3 or more items, the whole table is filled in, the criteria and methods are clearly described. The competency form is filled in (3 or more items), the competencies correspond to the chosen position. There are no mistakes.

# 2) DEveloping a PDP

Develop a PDP for an employee. Agree on the PDP with him/her. You can leave out the employee’s name. The main thing is the content. The criteria for achieving the goals should be specific and measurable.

PDP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1.Competency |  | |
| Development Objective / Expected Result |  | |
| activities  (actions for the development of the workplace, special projects, training courses, workshops, seminars, self-study) | **resources**  (help from a mentor, learning from others' experiences, feedback, other) | **deadlines**  (When do you plan to complete the action?) |
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| 2. Competency |  | |
| Development Objective / Expected Result |  | |
| activities  (actions for the development of the workplace, special projects, training courses, workshops, seminars, self-study) | **resources**  (help from a mentor, learning from others' experiences, feedback, other) | **deadlines**  (When do you plan to complete the action?) |
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## Evaluation criteria

The PDP should reflect:

1. The employee’s goals for six months.

2. The competencies required to achieve these goals.

3. Evaluation criteria for the targeted competency development.

4. Actions for the competencies development.

5. Deadlines for each event.