







My Performance Checklist

Filling out My Performance Checklist spreadsheet

My Performance Checklist.xlsx

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“ Each team member should have a clear focus on their work and how they are performing. Individual performance contributes to the overall performance and success of the team. ”

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- Adapt an agile approach
- Interim checkups
- Prioritized work activities (tasks)
- Monthly works best

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Goal

The overall product development goal for the year is:

1. All products are released on schedule with a focus on quality.
2. Adapt our agile software development process that meets your partnership with rapid cycles of planning, engineering, unit testing, and integration.
3. Migrate from a C++ programming language to Java or Python.

Career Path

To become a senior engineer and eventually a manager, keep these in mind:

- Demonstrate a strong focus on the delivery of quality products on agreed-upon schedule.
- Demonstrate collaboration skills with team members to meet or exceed goals (above).
- Show the initiative to take on additional tasks proactively.

Identifying the goal and career path in a performance checkup

Monthly Performance Checkup - Example.docx

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Apr 2020 Checkup - ME

#	Goal	How to measure?	Result*
1	Complete coding and unit testing of the export module for app X. Take original C++ code and convert to Java.	Expected to take no more than two week sprints.	ME
2	Help the team to respond to correct any functional bugs as found by QA.	No unexpected priority bugs. 1 or 2 bugs can drag over multiple sprints.	OU
3	Avoid in the interview process for engineering intern.	Hire candidate by Jul 2020.	NI
4	Adapt the new tools—especially Docker and Kubernetes—to define the build scripting engines.	Embed technical skills during the interview process.	NI

Legend: ME: Meet expectations, EE: Exceed expectations, OU: Outstanding, NI: Needs improvement, UN: Unacceptable

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May 2020 Checkup

#	Goal	How to measure?	Result*
1	Complete coding and unit testing of the export module for app X. Take original C++ code and convert to Java.	Expected to take no more than two week sprints.	ME
2	Help the team to respond to correct any functional bugs as found by QA.	No unexpected priority bugs. 1 or 2 bugs can drag over multiple sprints.	OU
3	Avoid reinventing the wheel (use Java/JSP conversion).	Embed technical skills during the interview process.	NI
4	Adapt the new tools—especially Docker and Kubernetes—to define the build scripting engines.	Hire candidate by Jul 2020.	NI


Legend: ME: Meet expectations, EE: Exceed expectations, OU: Outstanding, NI: Needs improvement, UN: Unacceptable

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Benefits

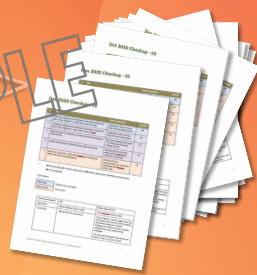
- 1. Project risk
- 2. Communication
- 3. Rapid mitigation
- 4. Annual review a breeze



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Benefits

- 1. Project risk
- 2. Communication
- 3. Rapid mitigation
- 4. Annual review a breeze
- 5. No surprises



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