|  |  |
| --- | --- |
| Name of Appraisee | Ruth Angel  |
| Date of Joining  | 28th May 2012 |
| Designation | SR Software Tester |
| Function / Group | IT |
| Primary Appraiser  | Siva Kumar |
| Review Period  | **October 2015 to December 2017** |

Q1. Please list 3 major responsibilities in your role in decreasing order of importance:

1. Testing all aspects of the product/system like function/component/modules, system, performance, regression and service.

2. Work closely with software developers and manager to iron out any bugs in the product, and improve the quality of the finished product.

3. Analysing the requirements from the reporting manager. To make sure the application is working according to the given requirements.

4. Manage the testing components within agreed timetables and including achievement of milestones and deliverables.

Additional Responsibility which I hold apart from testing:

1. Have given demos to the respective in-house users. Effectively interacting with them and helping them to understand the application by resolving the queries.

2. Always quick to respond and provide the database reports from SQL querys on time..

Q2. Please list the major achievements in your role in decreasing order of importance:

|  |  |  |
| --- | --- | --- |
| **Noteworthy Achievement** | **The Actual Result Achieved** | **Appraiser’s Feedback** |
|  **Found many bugs and given quality feedback to the developer. And analyse the everything in the project thoroughly as the testing is crutial part in the project outcome.** | **Client was impressed by the work and appreciated many times for the work done.** |  |
| **Though I'm working as a tester I always Use to take initiative to take care of the requests raised to SQL developer.** | **Always received a appreciation for giving needed information on time from the other teammates** |  |
| **Played a key role when there are situations were tough and things need to be handled only by me.** | **I was always approach able and helpful to all the employees, when they face any issues in work.** |  |
|  |  |  |
|  |  |  |

**Rating Index:**5 – Far Exceeds Expectations; 4 – Exceeds Expectation; 3 – Meets Expectation;
2 – Below Expectation; 1 – Far Below Expectation

**Role Performance Indicators**(on a scale of 1-5 with 5 being best)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Crucial Areas of Performance** | **Self Rating** | **Justification (must fill for anything at 1 or 5)** | **Appraiser Rating** | **Justification (must fill for anything at 1 or 5)** |
| Quantum of Output | 5 | Maximum modules are tested by me when compared. Thus, I play a crucial role in the quality of output. Also worked on SQL reports and have given best in it. |  |  |
| Quality of Output | 5 | Always ensured to maintain the 100% quality of the product by testing vigorously |  |  |
| Timely Delivery of your Output | 5 | Always ensure to deliver the project on time, sometime prior to the dead line. |  |  |
| Innovations brought in by you in your deliverables | 5 | New invenssion was brought to use new e mail systemthat is, which is low cost and effective use for the company. Was suggested by me. |  |  |
| Process created by you in your activities | 4 | Given ideas to implement automation process to generate some specific queries. Automatically Which is implemented and process is flowing by the team presently. |  |  |
| Processes followed strictly by you in your activities | 5 | Moto is to break the developer’s code. followed testing and bug life cycle. Delivery of the product on time. |  |  |

**Leadership Traits** (on a scale of 1-5 with 5 being best)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Crucial Areas of Performance** | **Self Rating** | **Justification (must fill for anything at 1 or 5)** | **Appraiser Rating** | **Justification (must fill for anything at 1 or 5)** |
| Positivity & Enthusiasm | 5 | * Always mentored other team members keeping smile on the face with patience.
* Maintained a good professional relationship with other departments under challenging conditions in order to complete the work efficiently.
 |  |  |
| Willingness to Accept Additional Tasks | 5 | Being a tester, I have taken ownership of handling queries in absence of SQL developer by generating SQL data base reports. |  |  |
| Planning & Organization | 5  | I always prioritize the work and initiate them systematically. |  |  |
| Ability to manage pressure | 5 | Have an experience in dealing multiple departments like SQL, testing, requirement analysis concurrently and has succeeded them successfully without discrepancy.Some projects were so critical that, we need to go into depth of it and find out the resolution.At times, the work assigned under client premises use to be completed with full-fledged under any circumstances. |  |  |
| Discipline |  | Always obeyed rules and decisions made by the management. |  |  |
| Sense of Urgency |  | At times where we had a situation to give the data for SQL, I always did my best and understood the urgency and provided the data. |  |  |
| Sense of Ownership |  | I always took ownership to do more than what I have suppose to do. When client has said to work for remaining 20% of work left, I dig in and found many bugs and fixed them.I also received appreciation from client for the work I have done by going an extra mile.Always took ownership to suggest better processing ideas to help clients requirements. |  |  |

**Please detail areas of development, where you need support and would want to improve.**

|  |  |
| --- | --- |
| **Self Analysis** | **Appraiser’s Analysis** |
| **Would like to take more initiative to perform the roles of project manager.. I was doing what was given to me till today, but want to improve more in that area to support the team.****Want to work more on leadership roles.** |  |
|  |  |
|  |  |