

## Employee Performance Discussions

Employee Name: \_\_\_\_\_ Discussion Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Dept.: \_\_\_\_\_

What is expected of employee? (see Goals Capture Document) Insert commentary on performance against defined goals.

In a software company, the most significant and noticeable expectation of an employee, in development, is to write high quality code. Code that is easily maintained, extensible, reusable, and bug free. Throughout the lastest year, Jason has exhibited all of these coding attributes, at Emptoris. Jason has become an invaluable java programmer, in the web interface layer. He has diligently taken on any task, no matter how difficult, obscure, or dull it may be. For each task, Jason has written code that is well written, and reasonably bug free (no code is bug free, out of the gate).

Understand and gather software requirements. Jason, is very proficient in understanding what is asked/required from him. It is very easy coming to Jason and ask him to build something into ePASS, regardless of week or incomplete specifications. Jason, has a solid understanding of the auction and bidding modules, with the software. He can quickly take requests and successfully implement them into ePASS. As one lead put it, "In almost all cases, his strong technical knowledge within his area and flexibility to work overtime has allowed the problem to be spotted quickly and the situation resolved successfully. For example, for Motorola, we had to support Quick Bid functionality for Advanced Auction. Although functional specification was incomplete at the time, Jason was able to successfully copy the Quick Bid functionality from Sealed RFQ into Advanced Auction, and quickly direct our attention to where the problem could be (such as data validation performance) so that they can be addressed properly."

Over the year, I have seen a tremendous amount of growth from Jason. As a developer, he spends more time in design, spends time educating himself, has become more aggressive with coding techniques, documents his code, all of this, increasing his quality of code. This not only comes from me, but his growth over the year, has become noticeable by many of his peers, as well.

Insert commentary on how individual has added value beyond goal requirements.

Jason's greatest strengths are his initiative to take on challenges and responsiveness to requests. Jason is extremely knowledgeable on all UI issues. If you ask him a question and it's not something he's done in the past, he can usually easily figure out a way to do it and/or give you suggestions or advice. He has very strong technical knowledge and he is a very good source to obtain information.

Another common expectation from a developer, in a software company, is to mentor and work close with peers. Its one thina to be an exceptional broarammer. but if the knowledae is not

shared, there is no added value. Fellow developers need to feel comfortable communicating and sharing ideas among one another. Jason has this quality. He is very approachable and always willing to help others, with just about anything. As one peer states, "On several occasions, Jason has helped me with computer setup and development configuration issues. He has always been very responsive and helpful and has frequently saved me a lot of time. I have also gone to him for help on some of the more advanced technical UI topics."

Jason has expressed a strong interest in learning some advanced ui programming techniques and challenging himself over the year. On his own, and done on his own time, Jason has prototyped and developed a very advanced ui table control. He went way above and beyond, putting this together. His development effort in this, went on all year (many weekends and nights). Not only has this significantly sharpened Jason's skills as a developer, but the code he has written will be introduced into ePASS 5.0. Version 5.0 will contain a new ia control based on Jason's dhtml libraries he has written. Also, quickbid will be converted to use this advanced ui. This innovation and initiative has turned Jason into one of Emptoris's most valuable developers.

Insert possible improvements.

Jason is very strong in technical knowledge within the area of his expertise. He may have come to a crossroad to either gain design experience within his areas or expand technical knowledge outside of his areas when such opportunities present themselves. Sometimes he has the tendency in which he is reluctant to gain understanding in legacy code in his area that are written by others. One such example recently was EPASSUiQuickBidHelpServices.\_validateRequiredBidFields which originally written by Sunita.

Insert commentary that addresses 'going forward' development plans and performance goals.

1. continue to write high quality code
2. mentor peers
3. participate more in analysis and design
4. learn other epass modules
5. introduce more advanced ui
6. continue to self-educate

Allow for employee to add their comments to the performance discussion at conclusion of the meeting. The self-assessment may be attached.

- 1.) 30% of year on PR Efforts.
- 2.) Multiple Customizations for Quickbid
- 3.) Customizations for Theater Auction
- 4.) Extra curricular Quick bid/SpreadSheet R&D
- 5.) Quickbid Performance Enhancements - w/Sam
- 6.) Rebuilt Standard Auction following Advanced model - w/Sam
- 7.) Reimplemented Binders/Events - w/Craig

8.) Supplier Tutorial - w/Todd

Overall rating:

Exceeds Expectations

Meets Expectations

Learning Curve: Acceptable with Learning Plan Recommended

Below Expectations: Performance Improvement Plan Required

Tason Cooper | 4-29-2003

Employee Signature

Date

Todd Chamberlain | 4/29/03

Manager Signature

Date

Robert J. Callahan | 4-30-03

Sr. Manager Signature

Date

*\*Annual performance discussions must be documented on this form and signed by the employee, manager and senior manager of the department.*