

## **Miraheze Site Reliability Engineering Performance and Development Review**

In preparation for a review meeting, it is heavily recommended reviewees are sent this form in advance or an email detailing the sections to allow notes and evidence to be gathered prior to the meeting taking place.

Reviewee: [Click or tap here to enter text.](#)      Job Title: [Click or tap here to enter text.](#)  
Reviewer: [Click or tap here to enter text.](#)      Department: [Click or tap here to enter text.](#)  
Date of Review: [Click or tap to enter a date.](#)      Date of Last Review: [Click or tap to enter a date.](#)

### **Review since last PDR**

This section is an open section for the reviewee to explain the context of period since the last review.

What has gone well?

In this section, the reviewee should consider their performance and how they interact with others in the project. Areas to include could be:

- What work have you done that fall outside of Miraheze's goal planning progress?
- What work have you done that is not logged as part of a task on Phabricator?
- What work have you done that was related to resolving or achieving identified goals?
- How have you worked with others within your team?
- How have you worked with others outside of your team?
- How have you worked with leadership?
- What contributions do you feel you have made to Miraheze?
- Feedback from others.

[Click or tap here to enter text.](#)

What could have gone better?

In this section, the reviewee should try to identify some things that did not go well, but how they have learned from it, and potentially what they could do to improve over the next few months.

[Click or tap here to enter text.](#)

### **Progress against objectives**

This section covers a few basic objectives that should be met by all Site Reliability Engineers, and a few blank sections for personal objectives to be added based on prior reviews.

Working with colleagues to provide an effective service to users, utilising people's best skills.	Rating	Excellent	Good	Satisfactory	Unsatisfactory
	Reviewee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					

Click or tap here to enter text.	Rating	Excellent	Good	Satisfactory	Unsatisfactory
	Reviewee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					

Click or tap here to enter text.	Rating	Excellent	Good	Satisfactory	Unsatisfactory
	Reviewee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					

Click or tap here to enter text.	Rating	Excellent	Good	Satisfactory	Unsatisfactory
	Reviewee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					

Click or tap here to enter text.	Rating	Excellent	Good	Satisfactory	Unsatisfactory
	Reviewee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click or tap here to enter text.					

## Reviewee self-assessment

Provide any comments you have based on the above sections, how you feel you met/exceeded the objectives, or any development points and objectives you would like to be measured against in the next review (up to 2).

Click or tap here to enter text.

How would you describe your performance since the last review?

☐ Excellent    ☐ Good    ☐ Satisfactory    ☐ Needs Improvement

What are your development aspirations? These can include other roles within the project, new responsibilities, or related aspirations.

Click or tap here to enter text.

## **Reviewer assessment**

Provide any comments the reviewer has regarding the performance and development review.

Click or tap here to enter text.

Which best describes the reviewee's performance since the last review?

☐ Excellent    ☐ Good    ☐ Satisfactory    ☐ Needs Improvement

What happens with this document?

This document will be shared with the reviewee, the reviewer and, if different, the relevant line manager for the reviewee. The document may also be used as evidence within the Management team for promotions and removals from the team. Learning points and shared development objectives may be shared with the wider team, however they will be anonymised.