

# Employee Appraisal Rubric

## Job Knowledge & Competencies

The employee demonstrates a clear understanding of their duties while executing tasks in a manner that reflects company standards and best practices.

Distinguished	Accomplished	Proficient	Developing	Improvement Needed
Growth Mindset ←				→ Fixed Mindset
<b>The Tester:</b> <ul style="list-style-type: none"><li>• Conveys extensive content knowledge in all disciplines and closely related subjects.</li><li>• Actively assists team in improving Jira Standards by provided feedback.</li><li>• Aligns all testing methods with RQA best practices while developing improvements to testing methods.</li><li>• Anticipates “Dev” needs for appropriate bug fixing and always proactively develops methods techniques to mitigate retesting.</li></ul>	<b>The Tester</b> <ul style="list-style-type: none"><li>• Conveys a depth of content knowledge in multiple disciplines that allows for differentiated explanations to stakeholders</li><li>• Requires no reminders and no oversight needed for Jira Standards and sometimes provides feedback to team.</li><li>• Aligns all testing methods with RQA best practices .</li><li>• Anticipates “Dev” needs for appropriate bug fixing and occasionally develops methods techniques to mitigate retesting.</li></ul>	<b>The Tester:</b> <ul style="list-style-type: none"><li>• Conveys accurate content knowledge in multiple disciplines.</li><li>• Requires no reminders and no oversight of Jira Standards.</li><li>• Aligns all testing methods with RQA best practices.</li><li>• Anticipates “Dev” needs for appropriate bug fixing.</li></ul>	<b>The Tester:</b> <ul style="list-style-type: none"><li>• Conveys accurate content knowledge</li><li>• Requires frequent reminders and continuous oversight of Jira Standards.</li><li>• Aligns most testing methods with RQA best practices.</li><li>• Sometimes anticipates “Dev” needs for appropriate bug fixing.</li></ul>	<b>The Tester:</b> <ul style="list-style-type: none"><li>• Conveys inaccurate content knowledge that leads to confusion among stakeholders.</li><li>• Requires daily reminders and continuous oversight of Jira Standards.</li><li>• Does not align testing methods with RQA best practices.</li><li>• Does not anticipate “Dev” needs for appropriate bug fixing.</li></ul>

# Employee Appraisal Rubric

## Strategic Planning & Execution

The employee demonstrates an ability to organize their tasking through effective planning, time management, and a keen attention to detail.

Distinguished	Accomplished	Proficient	Developing	Improvement Needed
Growth Mindset ←				→ Fixed Mindset
<p><b>The Tester:</b></p> <ul style="list-style-type: none"><li>• Utilizes all RQA planning &amp; testing strategies.</li><li>• Identifies all daily priorities and objectives.</li><li>• Requires no reminders to complete work as assigned.</li><li>• Coordinates all team efforts in execution of various projects and planned initiatives.</li><li>• Identifies areas of need within RQA and creates solutions to address these areas.</li><li>• All deadlines for tasking met.</li></ul>	<p><b>The Tester:</b></p> <ul style="list-style-type: none"><li>• Utilizes all RQA planning &amp; testing strategies while assisting the team to meet deadlines.</li><li>• Identifies all daily priorities and objectives.</li><li>• Requires no reminders to complete work as assigned.</li><li>• Coordinates some team efforts in execution of various projects and planned initiatives.</li><li>• All deadlines for tasking met.</li></ul>	<p><b>The Tester:</b></p> <ul style="list-style-type: none"><li>• Utilizes all RQA planning &amp; testing strategies.</li><li>• Identifies all daily priorities and objectives.</li><li>• Requires no reminders to complete work as assigned.</li><li>• Meets all deadlines for tasking.</li></ul>	<p><b>The Tester:</b></p> <ul style="list-style-type: none"><li>• Utilizes most RQA planning &amp; testing strategies.</li><li>• Identifies most daily priorities and objectives.</li><li>• Requires frequent reminders to complete work as assigned.</li><li>• Meets most deadlines for tasking.</li></ul>	<p><b>The Tester:</b></p> <ul style="list-style-type: none"><li>• Utilizes few RQA planning &amp; testing strategies.</li><li>• Identifies few daily priorities and objectives.</li><li>• Requires daily reminders to complete work as assigned.</li><li>• Meets few deadlines for tasking.</li></ul>

# Employee Appraisal Rubric

## Communication & Teamwork

The employee demonstrates an ability to effectively communicate with company stakeholders while working collaboratively with interdepartmental staff.

Distinguished

Accomplished

Proficient

Developing

Improvement Needed

Growth Mindset ←

→ Fixed Mindset

### The Tester:

- Consistently invites input while applying all feedback to workflows and provides constructive feedback to others on the team.
- Is a subject matter expert and the primary contact for stakeholders regarding bugs, difficulties, and other pertinent information.
- Collaborates with stakeholders and team to ensure tasking is complete and leads Playtests regularly.

### The Tester:

- Consistently invites input while applying all feedback to workflows and can direct team to proper training resources.
- Is the primary contact for stakeholders regarding bugs, difficulties, and other pertinent information
- Always collaborates with stakeholders and team to ensure tasking is complete.

### The Tester:

- Consistently invites input from team and leadership to adjust workflows.
- Always communicates with stakeholders regarding bugs, difficulties, and other pertinent information.
- Always collaborates with team.

### The Tester:

- Sometimes utilizes input from team and leadership to adjust workflows.
- Sometimes communicates with stakeholders regarding bugs, difficulties, and other pertinent information.
- Frequently collaborates.

### The Tester:

- Rarely utilizes input from team and leadership to adjust workflows.
- Few efforts made to communicate with stakeholders regarding bugs, difficulties, and other pertinent information.
- Rarely collaborates with team.