MyCorp, Inc.
QA Performance Review Form

Employee:		Review Date:	
Manager:		Release Name:	

Test Design

Exceeds Expectations: Goes beyond the ERD and SWDS to design test cases that further validate the operation of the feature. Works with Product Marketing, Engineering, and the Sales teams to produce realistic test cases. Assists other test engineers in the development of test plans.	
Meets Expectations: Creates test plans that cover all aspects of the feature described in the ERD and SWDS. Participates in ERD, SWDS, and Test Plan review meetings. Includes relevant DUTs in test cases to ensure realistic testing of the software.	
Does Not Meet Expectations: Produces test plans that do not adequately evaluate the operation of the feature. Creates test cases that are not relevant or are over-generalized for the feature in question.	

Timeliness

Exceeds Expectations: Consistently ahead of schedule in completing deliverables. Works to help others get their projects done on time.	
Meets Expectations: Completes deliverables on time.	
Does Not Meet Expectations: Deliverables are consistently late.	

Test Execution

Exceeds Expectations: Automates test cases in lieu of manual testing. Creates automated test scripts to reproduce found defects, both for easier reproduction of the defect and for tracking of future issues in the found area.	
Meets Expectations: Implements the test plan as described. Tests the product on all current platforms. Writes clear, complete bug reports that include all necessary information to easily reproduce the defect.	
Does Not Meet Expectations: Does not fully implement the test plan. Creates bug reports with insufficient detail to diagnose and reproduce the problem.	

Communication

Exceeds Expectations: Routinely adds pages to the Wiki, cleans up existing pages, identifies pages that need to be created. Actively participates in meetings. Aggressive about sharing information.	
Meets Expectations: Creates a Wiki page every now and then. Modifies pages directly related to their work. Attends meetings.	
Does Not Meet Expectations: Does not create Wiki pages or modify existing pages. Does not contribute to meetings. Not proactive about sharing information.	

Teamwork

Exceeds Expectations: Makes a significant effort to assist other team members with their projects. Helps bring together individual test engineers improve the testing process.	
Meets Expectations: Works with other members of the team to complete the testing of the release. Considers the impact that their actions have on other team members.	
Does Not Meet Expectations: Blocks the efforts of the other team members through poor quality test plans, poor execution of tests, etc. Has a negative attitude.	

Results vs. Previous Objectives

Objective #1:	
Objective #2:	
Objective #3:	
Objective #4:	

New Objective #1:

New Objective #2:

New Objective #3:

New Objective #4:

Comments

I have discussed the content of this review with my manager and understand that my signature does not necessarily imply agreement.	
Employee Signature:	

Reviewing Manager:	
Next Level Manager:	