Enclosure 4 – CORRECTIVE ACTION PLAN: CAP

EMPLOYEE NAME: ▮▮▮▮▮▮▮
EMPLOYEE WWID: ▮▮▮▮
JOB TITLE: ANALOG ENGINEER
GRADE: ▮
MANAGER: ▮▮▮▮▮
DEPT NAME: ▮▮▮▮▮

CAP START DATE: 10.11.2017
CAP END DATE: 02.02.2017
CAP DURATION: 3 month
CAP DELIVERY/1'1 DATE: 10.11.2017
MID-POINT REVIEW/1'1 DATE:15.12.2017
CAP CLOSURE REVIEW/1'1 DATE: 31.01.2018

Job Description – Analog Engineer 200023:

Designs, develops, modifies and evaluates complex analog and mixed signal electronic parts, components or integrated circuitry for analog and mixed signal electronic equipment and other hardware systems. Determines creative design approaches and parameters. Analyzes equipment to establish operating data. Conducts experimental tests and evaluates results. Applies and uses independent evaluation to selects components and equipment based on analysis of specifications and reliability. Evaluates practical capability of vendor to support product development. Also includes Analog, Mixed-Signal and RF Development Engineers with specialized skills and expertise in developing Monolithic Integrated Circuits for wireless and wireline communications systems and products using CMOS, BiCMOS, SiGe, GaAs Process technologies.

Grade level criteria - technical IC

Requirements	Job grade 007
Knowledge & Skills	Requires an advanced working knowledge in a highly specialized or intellectual field of study such as engineering, computer science or programing or a related field. Widely applies advanced principles, theories and concepts to most specialty areas.
Work Planning & Direction Received	**Integrates and coordinates multiple schedules to ensure the timely completion of several independent projects.** General outcome is shared upon completion.
Problem Solving	**Independently develops and Implements practical solutions** to a broad range of complex issues. Analysis consistently requires an in-depth evaluation of a variety of factors.
Impact of Decisions	**Decisions consistently affect multiple or critical projects in the business and may impact external relationships.**
Contacts	**Leads multiple or critical teams and interfaces with customers** regarding issues impacting the customer relationship. **Consults with senior management.**
Education & Experience	Bachelors of Science and/or prolonged course of study in a specialized field or equivalent experience.

Explanation & example(s) of the problems and why it's important to address (business impact).			Successful completion of this CAP would be indicated by the following:	
Problem Statement	**Example**	**Business Impact**	**Expectation**	**Measurable** *(include due date)*
Behaviour: Lack of self-organized mentality/working – style. You raise complains for any road-block you encounter: "I did not get informed..."; I do not get trained..."; "I do not have access..."; "You don't involve me in the project". This shows that you expect step-by-step guidance from your line manager **Current status:** your current behavior is not acceptable, it requires improvement for your seniority and Intel Job-grade-level expectations, you require too much guidance to complete tasks	**Example 1:** SharePoint access. You stopped investigating, even though you were aware about a misalignment between TAC and SharePoint access giver. And you complain in the email. **Example 2:** In your email, you complain: "I am not informed about project", but you have access to project wiki, where the project is documented. Additionally you can always ask me (as your manager) or even your peers all the time.	The over-proportional time needed from your direct manager to observe, identify and remove road-blocks that could be easily done by you lowers the time that i can invest in the junior team members or in lab/project management. It accumulates unnecessary project delays and slows down the team development.	Develop a self-organized working style: analytical problem-solving mindset; reading documentation, org-charts to find out responsibilities, reading project resources; reach out to colleagues/peers in case questions cannot be answered by self-study; search Intel's large internal library (Lynda) or project SharePoints as source for technical documentation; search for available and applicable trainings; Contact project leads independently and request to receive relevant meeting invitations;	Self-organized behavior reflected in the achieved progress which can be documented in weekly team reports. Document and make available for the team the steps you needed to solve problems as this might help others to fix similar issues. Identify and enroll in the trainings that you feel are needed to cover your knowledge gap; Raise a help request only after the roadblocks are well identified, you have already tried at your level to solve them and this didn't lead to succeed. This effort must be documented so the person helping you is able to identify the optimal help.

				Instead of just complaining, mention in the help request what did you try already to solve the issue, what do you think that the next steps are, whom have you already asked for help. The self-organized working style will be continuously monitored (emails, weekly team reports, project successes) and a formal review will be done at the above mentioned. **MID-POINT REVIEW DATE** Continuous feedback will be given in the bi-weekly 1:1's with your direct manager
Behaviour: Communication and Collaboration with management **Current status:** You do not collaborate with the management in a way that is required for an	**Example 1:** You accuse your direct manager that he did purposely change the planning of your activities to put you under pressure instead of discussing this matter in a 1:1 or in the team meeting on order to understand	Lack in communication and collaboration is creating a serious business damage. Without communication and collaboration you cannot understand and follow the company imperatives,. This lead to a non-constructive team spirit, project	Communicate clearly and collaborate with management. Do not accuse management or peers without having evidence for your accusations. As outlined in our code of conduct, we aim for clear and professional as well as open and	Raise your concerns without delay describing your observation and avoiding accusations. Keep the discussion ongoing in technical information exchanges, stimulate the counterpart by asking relevant technical

Template revision date: 01/08/2009

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engineer with your experience and grade.	what the reason to change the planning was. **Example 2:** You are not showing any evidence/proof for this accusation. Changing targets is normal in our business. It has been done in a reasonable and comparable way. All your colleagues are facing this.	delays, possibly missing business opportunities for the company	honest communication in business and fair treatment of each other. Raise your concerns via various channels (1:1s, team meetings, email to your manager) and ask for explanation before accusing	questions to provide a solution. Your Communication with management will be assessed by the emails you exchange with management and will be formally reviewed at the above mentioned. **MID-POINT REVIEW DATE**
Technical: Your technical Qualification is below the required level for a CV engineer with your seniority and Job grade Current status: underqualified, improvement required	**Example 1:** You need too many trainings even of basic tools like Matlab (see list of trainings you ask in your email) **Example 2 (⬛⬛⬛)** You need a very detailed description of the work-package for you to perform. This level of description is below the level required for junior CV engineer	The minimal technical requirements for this position as senior component verification engineer were posted clearly in the requisition of this job, when you applied for it back in early 2016. You have successfully passed an internal interview and you mentioned previous Matlab experience. Your capability to autonomously understand and be able to debug already available Matlab scripts used for test automation, even if	Catch-up with technical know-how increase. I am willing to look into training, but I need to see a very clear self-motivation to close your technical gaps ⬛⬛ setups help saving test time and test equipment budget. No ⬛⬛s-> not possible to save money and deliver customer reports	Your current assignment is requiring to develop and test cases in ⬛⬛ for the ⬛⬛) sample arrival. This requires a basic understanding of the DARTs setup, the creation of the ⬛⬛ Scrip and Matlab test-cases for the ⬛⬛ testing and test result verdict generation. A pre-testing of the development on earlier existing DUT (⬛⬛ chip), possible for the common features in order to pre-validate the test scripts.

		those are developed by other component verification engineers is a minimum requirement for this job. Without this skill you cannot exercise your daily work. The ▬▬▬▬ measurement system uses besides MATLAB other programming languages (▬▬▬▬ Script/HTLM). A basic understanding of these languages is as well required. There are many examples of similar test-cases available which can be reused		The progress of the technical development will be monitored in the bi-weekly 1:1s.