On April 8th, 2019 TekSynap achieved both CMMI SVC and CMMI DEV level 3 certifications at the same time. The pursuit of these certification began in June of 2018 with a now memorialized quote from David Gauldfeldt “Failure is not an option”. This quote became the mantra and motivation for the CMMI Team. Every team member became certified in CMMI and made the commitment to work the extra hours required to meet the deadline. Not only did this group rise to the challenge, they formed a bond of respect and appreciation for one another.

It’s difficult to earn one of these qualifications; doing both simultaneously is something to write about. Our employees always rise to a challenge - these accomplishments define who we are and our culture, not just at HQ, but on every challenge we carry out for our customers. Success is no accident. It is hard work, perseverance, learning, studying and most of all, love of what you are doing or learning that brings success. And it’s a huge bonus when you do it with people you like and respect.

**Kudos**

**Leon Faircloth** was recognized for providing “the kind of support that makes it a good day to work hand & hand with JSP”.

DLA J6 COTR recognized the TekSynap team for their part in his recognition as J6 employee of the month for January 2019. Mentioned by name were Jon Daher, Scott Bertran, Scott Teegarden, Trent Tacket and Doug Gray.

**Cindy Shawd** was recognized for her courtesy, understanding and accommodation of multiple large events in support of DISA.
A big round of thanks goes to the team pictured above: Leonard Newman, Ruben Hormostay, Toni Fisher, Jared Shapiro, Adam Thomas, Kaitlyn Eber and Chris Damato. Not pictured is Mario Mastrangeli who was responsible for meeting the requirements for the renewal of CMMI for Services. I also want to recognize our Quality Manager, Kaitlyn Eber for never taking her hands off the wheel. She kept this project on task and on schedule and even though there were moments where it seemed impossible, she didn't give up!

This team worked tirelessly through nights, weekends, donuts, bagels, coffee and diet coke to get over the finish line. Please join David and I in congratulating them on a superb job!

--Kam

What is CMMI? CMMI® (Capability Maturity Model® Integration) for Services and Development are collections of best practices that help organizations to improve their processes for software development and support services. These certifications will allow the company to bid complex solutions and support services for our customers. It also demonstrates commitment from the company to achieve process and quality improvements with respect to delivery services, and the development of products and software.

The Changing Role of Recruiters

Our Talent Acquisition Manager, Kearstin McGinnis aka “Top Gun”, leads a professional and dedicated team of individuals in our recruiting department. The recruiting landscape is almost unrecognizable from a decade ago. A competitive job market and pace of change has changed the role of the recruiter. As a company we are challenged to offer more value and to differentiate ourselves as a company to our prospective candidates.

The role of a recruiter has morphed into an employment manager or advisor. Recruiters must have intimate knowledge of the position, work environment and future opportunities that may be available for a candidate’s career growth. We are in a candidate driven market and as an employee oriented company we want to hire talent who are looking to make a long term commitment and who want to grow a career with us. Our recruiters or as we now refer to them, Employment Managers, are employee career advocates. They search, recruit and introduce new talent to our company, help perspective candidates understand our corporate culture and benefits, and help them transition into their position. They then continue to nurture the relationship by checking in periodically and discussing future career goals with the employee.

In the first quarter of this year, we have hired 80 new employees. To keep pace with an increasingly competitive employment market, we’ve have gotten creative in the tools and the technology we use. We leverage the familiar tools like LinkedIn, Glassdoor, Facebook, Indeed, Career Builder, and Clearance Jobs. These technological solutions are great tools, however, the key to our success is our Employment Team. Kearstin McGinnis is a force to be reckoned with - she has built a team of Employment Managers that are creative, resourceful and engaged. This team includes Michelle Norris, Chris Ray, Kalahari Valentine and Julie Dean.

Kearstin and Team will be hosting a Networking Event on Thursday, May 23 in Springfield, VA. They would love your referrals. If you have someone you would like to refer, please send the resume to careers@teksynap.com. If you would like more info about this event, contact Kearstin directly.

TekSynap offers a bonus of $3,000 for cleared positions and $1,000 for non-cleared positions. Details of the program can be found on the Careers page of our company website.
Performance Reviews and Merit Increases

Now that we have your attention....

TekSynap is moving to a new quarterly review cycle. Our growth is driving change in the way we manage our workforce. We currently conduct performance reviews once annually - and typically a review happens on or about the time of your anniversary with the company. We have found that this is not the most efficient or effective way to operate for the employee or the manager. Employees were missing their annual performance self-evaluations which in turn would delay their managers review and subsequent evaluations. But why change it rather than tighten the reigns on the existing system? Performance reviews are important. It's a time to reflect, plan, and chart goals and objectives both personal and professional each year. We are changing to a quarterly model so that both the manager and the employee can spend time evaluating the past year and plan for the coming year. It affords individualized attention, using a structured delivery, so that no one falls through the cracks. Everyone needs and deserves feedback on their performance and most folks want to know how they are doing in their jobs. Everyone will still be reviewed annually but this quarterly approach will ensure timeliness and individualized attention for each employee.

The implementation has already begun and here is what you can expect. Your hire date determines the quarter in which your annual review will occur. When the self-assessment begins you have 14 days to complete your own self-assessment performance review. Once you've finished the performance self-evaluation, your manager then has another 14 days to review and approve. The table below illustrates the timelines for each quarter.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Boundary</th>
<th>Self-Assessment</th>
<th>Manager's Assessment</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>Jan 1st - March 31st</td>
<td>March 1st</td>
<td>March 15th</td>
<td>April 1st</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>April 1st - June 30st</td>
<td>June 1st</td>
<td>June 15th</td>
<td>July 1st</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>July 1st - Sept 30st</td>
<td>September 1st</td>
<td>September 15th</td>
<td>October 1st</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>Oct 1st - Dec 31st</td>
<td>December 1st</td>
<td>December 15th</td>
<td>January 1st</td>
</tr>
</tbody>
</table>

A performance review is anticipated once annually although it is not a mandate. It's also important to note performance assessment, while conducted once annually, are not the same as compensation changes, promotions or merit increases. Employees can receive some cost of living adjustments, merit increases and in some cases a promotion but a change in your annual compensation is not guaranteed. Every employee and every program are unique and require different treatment given the circumstances. We value every employee, and we appreciate the service that each employee delivers to our customers. If you have any questions about these changes, please check in with your supervisor or send an email to hr@teksynap.com.

Employee Anniversaries

7 Years
Don James

5 Years
Warren McQueen

3 Year
Darrel Mikoski

2 Year
Timothy Bobbitt

1 Year
Drew Harper
Richard Morisset
Matthew Jewett
Charles Nesbitt
Justin McBeth
Douglas Gray
Arian Arabshahi
Michelle Norris

Welcome New Employees!

Chukwudi Bosah
Danyi White
Jamel Swain
Michael Cox
Melvin Scott
Gregory Nelson
Michael Gallagher
Richard Blok
Francesca Folkert
John Stanley
Stephen Knapp
Maurice Green

Traveling Abroad???

Per DoD policy, personnel who hold SCI clearances are required to receive a foreign travel briefing prior to international travel. You will also receive a debriefing questionnaire upon your return. While only required if you hold an SCI clearance, it is beneficial for all employees to receive this safety information. Please notify security@teksynap.com if you will be traveling abroad. Remember to keep alert while traveling and report any suspicious activity to your FSO or local embassy.

We want to hear from you!

Send us your news – babies, weddings, pets, trips and vacations, graduations, kudos to coworkers...

Send all submissions to the Newsletter team.