

ANNUAL REVIEW - FEB March 20, 2021

Patterson, Maren

801MMLS-Multimedia Mobile Specialist
801TX3-801-Texas

Reviewed by Byrom, Yanet

Review Period

January 01, 2020 - December 31, 2020

Rating Scale

1 Unsatisfactory

Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.

2 Improvement Needed

Performance meets some but not all position requirements.

3 Effective

Performance consistently meets position requirements.

4 Highly Effective

Performance frequently exceeds position requirements.

5 Exceptional

Performance is consistently superior and significantly exceeds position requirements.

Question 1 of 17

Personal Performance

Are there areas of exceptional performance that should be particularly noted? Provide example.

Employee Response

The feedback that I have received indicates that all areas of performance are exceptional.

Reviewer Response

You have made some great contributions to the team and your work is excellent. Our partners are very pleased with the content and look/feel of our material.

Question 2 of 17

General Performance

Are there areas in performance needing more attention or improvement? Provide examples.

Employee Response

I have not been informed of any areas needing improvement. Rather I receive accolades in the form of complements about my exceptional performance.

Reviewer Response

You consistently turn in work that is on point. One area that I would like to see improvement in is our understanding of the content/material. I have noticed that you are becoming more comfortable/adept at myCSP and researching the content/material. This helps with your script writing and general development of our modules.

Question 3 of 17

Additional Areas for Discussion

Does the employee have any attendance issues to correct?

Reviewer Response

Attendance is not a problem.

Question 4 of 17

General Performance

Was the Self Evaluation completed by the employee?

Employee Response

Yes

No

Reviewer Response

Yes

No

Question 5 of 17

Conclusion

How would you rate this employee overall?

Reviewer Response

Unsatisfactory

Improvement Needed

Effective

Highly Effective

Exceptional

You do great work and I am pleased with your performance. You are very adept at working independently - which is necessary in this position. The content is constantly changing and you have learned to adapt and research to keep our content current.

Question 6 of 17

Additional Areas for Discussion

Any other comments?

Employee Response

N/A

Reviewer Response

opportunities are continuing to learn myCSP and gain more familiarity and work more closely with Roger to share and maximize the use and application of the materials you create.

Question 7 of 17

General Performance

If non sales position - will this be a compensated review?

Reviewer Response

Yes

No

Question 8 of 17

Self-Focus and Values

Weighted at 10%

Reliability (attendance, punctuality)

Employee Response

Exceptional

Reviewer Response

Exceptional

I have no issues with your attendance. You show up on time and let me know when there will be a deviation in your schedule.

Question 9 of 17

Performance

Weighted at 10%

Maintains courteous and professional relationship with dealers, installers, and co-workers.

Employee Response

Exceptional

Reviewer Response

Exceptional

You are professional and courteous with your peers and our partners.

Question 10 of 17

Performance

Weighted at 10%

Skill at planning, organizing, and prioritizing workload.**Employee Response**

Exceptional

Reviewer Response

Highly Effective

With little supervision, you are great at setting personal deadlines when asked what is realistic and hit them most of the time.

Question 11 of 17

Performance

Weighted at 10%

Willingness to take on additional responsibilities and demonstrate initiative.**Employee Response**

Exceptional

Reviewer Response

Exceptional

You have demonstrated initiative on several occasions with ideas regarding software or other ideas that could potentially improve our output/processes.

Question 12 of 17

Performance

Weighted at 10%

Completes tasks with accuracy.**Employee Response**

Exceptional

Reviewer Response

Highly Effective

You are precise and your attention to detail is great. That being said, continual improvement in learning and researching the content/material is recommended.

Question 13 of 17

Performance

Weighted at 10%

Demonstrates good judgement and problem solving skills.

Employee Response

Exceptional

Reviewer Response

Highly Effective

Always searching for ways to improve processes - I appreciate your learning myCSP to be able to find information needed to update the modules on SalesPro app.

Question 14 of 17

Performance

Weighted at 10%

Carries out responsibilities in a timely manner and meets deadlines.

Employee Response

Exceptional

Reviewer Response

Highly Effective

With little supervision, you are great at setting personal deadlines when asked what is realistic and hit them most of the time. Although it is not very often, it is sometimes necessary to work in the evening to complete your task or meet a particular deadline. I would appreciate your willingness to do so if this is necessary.

Question 15 of 17

Performance

Weighted at 10%

Keeps supervisor and other parties informed of work progress and relevant issues.

Employee Response

Exceptional

Reviewer Response

Exceptional

You are great at communicating with me to give me updates on progress or let me know that a project is waiting for my input or pending approval.

Question 16 of 17

Performance

Weighted at 10%

Ability to work independently and effectively utilize available resources.**Employee Response****Exceptional****Reviewer Response****Highly Effective**

As mentioned earlier, you are able to work independently and seem to thrive in this environment. You are becoming more adept at using our research tool to find information needed to create content.

Question 17 of 17**Personal Performance****Weighted at 10%****Takes constructive criticism and applies to performance improvement.****Employee Response****Exceptional****Reviewer Response****Highly Effective**

When given feedback you have been able to adjust and have applied feedback. You ask for clarity when needed to ensure you have a good understanding of the scope of the project.

Summary

Employee Self Review

Exceptional

Overall Rating

Exceptional**Reviewer Overall Comments**

You ability to work independently has served you well in this role. When you don't understand something, you ask for clarification so that you can understand and complete the task. You were in the unique position to be able to create and shape this role as it was a new position when you were hired. I would like to have you collaborate more with Roger this year so that materials we create are as evergreen as possible and generic enough that we can use them across different channels, but impactful and precise enough that they are useful and a great resource. Overall, I am very pleased with your performance.

Signatures

Employee Signature

Date

Reviewer Signature

Date

Human Resources Signature

Date