

Maren Patterson

801MMLS-Multimedia Mobile Specialist

Position ID - G4Q801450

Reports To - Yanet Byrom

Department - 801TX3-801-Texas

Business Unit - DSI-DSI Distributing, Inc.

Location - 801-DRS-801

REVIEW INFORMATION

ANNUAL REVIEW - FEB

Review Period - 01/01/2021 to 12/31/2021

Status - Released to Employee

Target Completion Date - 03/12/2022

REVIEWER INFORMATION

Reviewer - Yanet Byrom

INTRODUCTION

Rate performance relative to time in position by providing the most appropriate rating.

5= Exceptional: Performance is consistently superior and significantly exceeds position requirements.

4= Highly Effective: Performance frequently exceeds position requirements.

3= Effective: Performance consistently meets position requirements.

2= Improvement Needed: Performance meets some but not all position requirements.

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

RATING SCALE

Unsatisfactory

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

Improvement Needed

Performance meets some but not all position requirements.

Effective

Performance consistently meets position requirements.

Highly Effective

Performance frequently exceeds position requirements.

Exceptional

Performance is consistently superior and significantly exceeds position requirements.

QUESTIONS

Instructions

Conducting employee performance appraisals is a productive and meaningful activity that positively contributes to the success of our organization. For each of the questions or key performance indicators, you should measure the productivity of the employee and how he/she builds relationships across all levels of your organization to assist with effective and coordinated work.

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

Category - Personal Performance

Employee Response

Blessings,

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

Reviewer Response

Your performance is in alignment with my vision for Sales Pro App and I appreciate what you bring to this role.

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

Category - General Performance

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

Am pleased with your performance and your level of work. You are consistent and always bring great perspective to the task at hand, Your level of output and the quality of your work are excellent.

3 - Does the employee have any attendance issues to correct?

Employee Response

Employee response is not required as this is a Reviewer only Question.

Reviewer Response

no attendance issues

4 - Was the Self Evaluation completed by the employee?

Category - General Performance

Employee Response

- Yes
- No

Comments not provided

Reviewer Response

- Yes
- No

Comments not provided

5 - How would you rate this employee overall?

Category - Conclusion

Reviewer Only Question

Employee Response

Employee response is not required as this is a Reviewer only Question.

Reviewer Response

- Unsatisfactory
- Improvement Needed
- Effective
- Highly Effective
- Exceptional

I appreciate you as an employee and as a person Maren. You have a great aesthetic and are able to take assignments and create the desired output independently after initial guidance, Your attitude is positive and you take direction well and are open to feedback/constructive criticism. You are a pleasure to work with.

6 - Any other comments?

Category - Additional Areas for Discussion

Employee Response

NA

Reviewer Response

While you have a great handle on design and editing, one area I would love to see some growth is in your understanding of the content and your use of research tools that will help you catch information that is given to you, MST, CCKM, etc. are tools that will help in this regard,

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

Category - General Performance

Reviewer Only Question

Employee Response

Employee response is not required as this is a Reviewer only Question.

Reviewer Response

Yes

No

Comments not provided

8 - Reliability (attendance, punctuality)

Weighted at 10%

Category - Self-Focus and Values

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Comments not provided

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

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Your demeanor is professional and courteous and you are pleasant to work with.

10 - Skill at planning, organizing, and prioritizing workload.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

You are very organized and your work output reflects that.

11 - Willingness to take on additional responsibilities and demonstrate initiative.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Highly Effective

You are great at keeping on task and completing work within deadlines and have been great at helping out where/when needed. I would like for you to continue in this regard and demonstrate initiative when you have completed work so that you can continue to assist in other areas, Continue to let me know when you have downtime so that we can plan accordingly,

12 - Completes tasks with accuracy.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Highly Effective

Please continue to work with an eye on providing an excellent piece of quality work,

13 - Demonstrates good judgement and problem solving skills.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Comments not provided

14 - Carries out responsibilities in a timely manner and meets deadlines.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Comments not provided

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

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Comments not provided

16 - Ability to work independently and effectively utilize available resources.

Weighted at 10%

Category - Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Highly Effective

Comments not provided

17 - Takes constructive criticism and applies to performance improvement.

Weighted at 10%

Category - Personal Performance

Employee Response

Exceptional

Comments not provided

Reviewer Response

Exceptional

Comments not provided

OVERALL COMMENTS

Employee Response

Overall Rating

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No Response

Reviewer Response

Overall Rating

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I look forward to seeing you build out more courses in SPA this year to get us to a more complete catalog, Thank you for all of your work with getting us to where we are today with the app. This year, I would like you to learn a bit more of some of the other functions with regard to Sales Pro App as you are the sole dedicated staff at DSI with regard to Sakes Pro App. Uploading one pagers is one such example of this. I also would like to see you learning and getting more comfortable with our research tools.

SIGNATURES

Employee Signature

Reviewer Signature