

EMPLOYEE'S NAME CLOVICE LEWIS	DEPT. Marketing (26)	DATE October 7, 1983
OVERALL RATING <input type="checkbox"/> 0. UNACCEPTABLE <input type="checkbox"/> 1. MARGINAL <input type="checkbox"/> 2. ACCEPTABLE <input checked="" type="checkbox"/> 3. FULLY EFFECTIVE <input type="checkbox"/> 4. EXCELLENT <input type="checkbox"/> 5. SUPERIOR		
RATE OF PERFORMANCE IMPROVEMENT See Note No. 1 REGRESSING <input type="checkbox"/> AVERAGE <input type="checkbox"/> RAPID <input type="checkbox"/>		

EVALUATION OF JOB SKILLS

PLANNING Excellent. Perhaps one of the best planners in the Department, usually preferring to spend time creating a plan & organization prior to beginning on the detail.	COMMUNICATING Excellent written skills and the ability to convey technical ideas in writing and graphically is key to Clovices success. He was hired for this skill and excels at it. See Note No. 2.
ABILITY TO DELEGATE Excellent. Perhaps a bit of a tendency to over delegate. This is neither a problem, nor necessarily wrong--only he is settling into a working environment where there is very little help available.	ABILITY TO INTERACT WITH OTHERS Superior personal interactions and the ability to get along with others without fault.
DECISION MAKING/PROBLEM SOLVING ABILITY Very good independent doer. Does not wait for instruction. Uses Direction and inputs. Has tendency to be a little too independent and needs to include others in approval cycle.	ABILITY TO ASSIST IN DEVELOPMENT OF OTHERS Excellent teacher--often going more than out of his way to explain and teach others the reason behind a task, rather than delegate without background.
TECHNICAL PROFICIENCY Very good. Absolutely no problem with understanding complex technical items and translating these ideas into good prose and graphics.	OTHER Creativity, innovativeness, attitude and "fit" with others in the Marketing Dept. make Clovice a necessary member of our team.

COMMENTS ON EMPLOYEE'S OVERALL PERFORMANCE (ATTACH ADDITIONAL SHEET IF NEEDED)

1. Rate of performance improvement is not assessable due to short term (1 year) of employment, and overall good quality of work.
2. Verbal communication skills very good. Perhaps spends too much time discussing ideas, but I believe this is part of Clovices thinking and planning process--although it does consume other people's time.
3. Requires understanding deadlines and necessity of completing projects to the point where it is usable by others and is indeed distributed "out of" the Marketing Dept.

PREPARED BY <i>Terry Larson</i>	DATE 10/5/83	EMPLOYEE'S SIGNATURE (INDICATING ONLY THAT EMPLOYEE HAS READ THE REVIEW)
------------------------------------	-----------------	---