

Technical Communication Management Worksheet

Performance Review Meeting

Year 2007

Name Kali Smith

Date April 2

Positive Contributions:

Include the employee's positive contributions to projects, to you, to the group, to your organization, and to the larger organization.

1. Volunteered for the project manager position of the Winter Wildlands Alliance project
2. Lead team in the development of the English 519 project plan
3. Showed leadership skills by delegating work to project managers while working with client
4. Interfaced with client and displayed leadership skills by giving direction during client meetings
5. Achieved the objectives of the Engl 519 course by managing the project

Areas for Improvement:

Include areas where the employee failed to complete annual objectives, failed to perform adequately on projects, needs to learn more about a technology or a set of tools, etc.

1. Need to improve on running effective meetings with development team. Need to give more direction instead of relying on advice from team members.
2. Need to be more pro-active and e-mail information to team once information is received.
3. Need to improve client interface skills by being clear on what the deliverables are for specific sections and who is responsible for the deliverables, the client or the team.
4. _____
5. _____

Employees Concerns, Ideas for Improvement, Feedback to You, Etc

Give the employee an opportunity to offer suggestions on how to make the working environment as good as possible. You can also ask for performance feedback about your own work.

Kali would like to spend more time outside of class working on the project with the team. She feels face-to-face meetings in the form of "brainstorming" or "discussion" is more effective for her, in contrast to e-mail communication. She feels rushed during class team meetings because of the class agenda, which is normally centered on other topics. Kali would also like more feedback from the individual writers to be aware of the project status e.g. in the loop.

Reiteration of Key Positive Contributions

Conclude by repeating the two or three most significant contributions that the employee made this year.

Kali showed initiative as a leader by volunteering for the project manager position of the Winter Wildlands project. Her leadership skills were demonstrated by leading the team in the development of the project plan. In addition, Kali demonstrated her leadership skills by being the interface to the client and giving directions to her because she needed help in deciding how the project deliverables should be structured.