

**MousePaw Media
Employee Review**

Date: _____

Employee Name: _____

Employee ID: _____

Supervisor: _____

Seniority: _____

Review Quarter: _____ Last Review Quarter: _____

Self-Evaluation? (If checked, ignore rest of this page.)

By Employee Request Special Review

Standing: Poor Moderate Good* Good Excellent

Notes

Supervisor Signature

Date

GENERAL PERFORMANCE

Rating system is detailed on page 4. Criteria descriptions are detailed on page 5.

<i>Area</i>	<i>Rating</i>	<i>Comments</i>
Adaptability		
Attitude		
Communication		
Collaboration		
Creativity		
Dependability		
Independence		
Interpersonal Skills		
Learning		
Self-Awareness		
Technology Usage		
Time Management		
Time Reporting		
Weekly Check-Ins		

**DEPARTMENTAL PERFORMANCE
(PROGRAMMING)**

Rating system is detailed on page 4. Criteria descriptions are detailed on page 5.

<i>Area</i>	<i>Rating</i>	<i>Comments</i>
Coding Style		
Documentation		
Repository Use		
Research		
Task Management		
Teamwork		
Testing		

PERFORMANCE COMMENTS

This section is divided into two different categories: general, for universal subjects, and departmental, for those subjects specific to your department.

Rating Scale

5: Exceptional

Performance far exceeds expectations; reserved for exceptional excellence in area.

4: Exceeds expectations

Performance fully meets expectations; improvement is icing on the cake.

3: Meets Expectations

Performance consistently meets essential expectations; can be honed and refined.

2: Needs Improvement

Performance did not consistently meet essential expectations.

1: Unsatisfactory

plan Performance did not meet expectations. Meet with your internship supervisor to create a plan for improvement.

N: No Rating

The area in question has not come up enough for a proper evaluation.

NOTE: 4 should be treated as the normal “top” - 5 is intended to highlight unique areas of excellence. Employees are never required to reach this level.

GENERAL PERFORMANCE EVALUATION CRITERIA

- **Adaptability:** How well can the individual adapt their expectations and approaches to changing needs?
- **Attitude:** Does the individual exhibit a willingness to complete the tasks associated with their job?
- **Communication:** Can the individual express their thoughts, feelings, needs, and ideas to others in a healthy manner?
- **Collaboration:** Can the individual work with others?
- **Creativity:** Does the individual exhibit the ability to find innovative, original solutions and ideas?
- **Dependability:** Can the individual be relied upon to accomplish assigned tasks, meet deadlines, and follow through on promises?
- **Independence:** Is the individual able to work on their own; do they exhibit self-control and self-motivation?
- **Interpersonal Skills:** Does the individual maintain and respect healthy boundaries? Are they able to relate to other individuals in the workplace in a professional manner?
- **Learning:** Is the individual willing to learn from their mistakes? Are they able to seek out training when needed, and how well do they respond to instruction?
- **Self-Awareness:** Does the individual exhibit an awareness of their own abilities and limitations and a desire to improve?
- **Technology Usage:** Does the individual know how to use the technology available to them; do they use it to its full potential in their job?
- **Time Management:** Is the individual able to balance work and other aspects of their life; can they set and meet goals?
- **Time Reporting:** Does the individual consistently report their time on the Virtual Office?
- **Weekly Check-Ins:** Does the individual consistently send the required weekly check-in emails?

PROGRAMMING EVALUATION CRITERIA

- **Coding Style:** Does the individual use good style in their code: CSI and doc comments, descriptive names, formatting, indentation.
- **Documentation:** How effectively does the individual document their code, both internal documentation (Phriction) and end-user/end-developer documentation (Sphinx)?
- **Repository Use:** Does the individual make full use of Differential, Audit, and the repositories: committing early and often, properly track changes and related information, and make use of linters and code reviews?
- **Research:** Is the individual able to find their own answers to coding problems?
- **Task Management:** Does the individual make regular, proper use of Maniphest: tracking bugs and features, maintaining and prioritizing tasks, and tracking their progress?
- **Teamwork:** How well does the individual work with other coders: i.e. code reviews (Differential, Audit), the wiki (Phriction), and direct communication (IRC, video chat).
- **Testing:** Does the individual test their code for stability, using the LIT Standard where appropriate?