

PERFORMANCE  
EVALUATION

EMPLOYEE NAME: RANDY THELEN



This Evaluation was Prepared by:

Name: IAN JESTICE  
Supervisor

Date: \_\_\_\_\_

Approved by:

Name: Steve He  
Department manager

Date: 4/5/84

Reviewed by Personnel:

Name: Virginia Bailey

Date: 4-4-84

Please consider the individual's demonstrated performance on each responsibility in Section 1 and each performance factor in Section 2 and put in the rating box in each section one of the following numbers which most closely describes the nature of his/her performance.

- 5 Outstanding
- 4 Exceeds Requirements
- 3 Meets Requirements
- 2 Needs Improvement
- 1 Unsatisfactory

## MAJOR RESPONSIBILITIES AND PERFORMANCE OBJECTIVES

### SECTION 1

NOTE ACTUAL ACHIEVEMENTS OR COMMENT ON PERFORMANCE	MAJOR RESPONSIBILITIES OR WORK ASSIGNMENTS	PERFORMANCE OBJECTIVES NEXT REVIEW PERIOD	RATING
WROTE/DEFINED OS/FS SCRIPTS UNDER DIRECTION OF DIANE FISHER	RESPONSIBLE FOR HIS OWN SCRIPTS OPERATION,		5
WROTE/DEFINED TPUS SCRIPTS	RESPONSIBLE FOR DEBUG OF SCRIPTS		5
			[ ]
			[ ]
			[ ]
			[ ]

# EVALUATION OF JOB-RELATED PERFORMANCE FACTORS

## SECTION II:

### PRODUCTIVITY

Accomplishment of set goals and effectiveness of time management

Comments RANDY HAS PRODUCED LARGE QUANTITIES OF SCRIPTS FOR BOTH TPNUS & X/FS

RATING

5

### QUALITY OF WORK

Accuracy and thoroughness in which work meets standards of performance as established by supervisor.

Comments THE QUALITY OF RANDY'S WORK EXCEEDS THAT OF MANY FULL TIME DEVELOPERS & ALL OF OUR "CONVINCED" SCRIPT DEVELOPERS

5

### JOB KNOWLEDGE

Understanding of all phases of his/her work and related matters. Practical, procedural, specialized techniques or disciplines

Comments CONSIDERING RANDY'S AGE HE HAS A VERY GOOD KNOWLEDGE OF DIFFERENT CONCEPTS & SYSTEMS RANDY HAS A WORKING KNOWLEDGE OF TSO & TPNUS

4

### PLANNING AND CONTROL

Ability to provide and follow effective courses of action and to follow through to attainment of objectives

Comments RANDY PLANS HIS WORK WELL. HE HAS HAD LITTLE OPPORTUNITY TO DEVELOP HIS SKILLS IN THIS AREA.

4

### COORDINATING

Effectiveness of "people-to-people" relationships (peers), coordinating skills to solve problems and attain common goals, insuring that operation and services are under his/her control or are brought to bear effectively on his/her operation

Comments RANDY WORKS WELL WITH OTHERS & ALWAYS MAKES HIS CONCERNS KNOWN SO THAT THEY CAN BE RESOLVED.

4

### ATTENDANCE

Refer to policy guidelines

Comments RANDY IS RESTRICTED TO 20 HOURS / WEEK

NA

OVERALL RATING

Please rate this employee's overall effectiveness on the job considering all major responsibilities, the level of achievement on each responsibility, and each performance factor rating

5

SECTION III:

**SUGGESTED PROFESSIONAL DEVELOPMENT**

What specific action not already indicated can you suggest to help the employee improve upon his/her performance?  
(For example, additional college courses.)

RANDY NEEDS TO CONTINUE TO PURSUE HIS DEVELOPEMENT  
OUTSIDE DIALOGIC SYSTEMS BY ATTENDING COLLEGE

**GENERAL COMMENTS**

Add any pertinent comments that merit attention which have not already been noted.

RANDY IS AN ASSET TO PRODUCT TEST & DIALOGIC SYSTEMS  
HE IS CONSISTENTLY PRODUCING HIGH QUALITY WORK THAT  
WE WOULD NORMALLY HIRE A FULL TIME EMPLOYEE  
FOR.

SECTION IV:

**EMPLOYEE COMMENTS**

Each individual evaluated is encouraged to add comments to his/her review.

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I am signing this evaluation to indicate that my supervisor and I have reviewed all comments contained herein.

Employee Signature Randy Chelver

Date \_\_\_\_\_