

**Training and Development**

What steps could the employee take to improve performance in the current position?

Scott should strive to take a broader business perspective to his work and apply the appropriate level of effort to his assignments.

Participate on the Katmandu team in writing the paper docs and in giving feedback and suggestions when appropriate.

**Overall Rating (based on accomplishments and competency assessment ratings)**

Needs Improvement			Generally Effective		Clearly Outstanding	
1	2	3	4	5	6	7
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ x ]

Low: Performance partially meets expectations for this position. Improvement in this area is necessary for the employee to fully meet expectations. Has not mastered all functions to be performed.

Medium: Performance consistently meets expectations for the job. Knows and performs the job requirements well. May exceed expectations occasionally.

High: Performance far exceeds standards and expectations for this position. Employee demonstrates highest standards consistently. (This rating is reserved for top performers.)

**Manager's Overall Summary**

Scott's performance since the last review period has been impressive. He has a depth of knowledge on both the Mac and Windows platforms that far exceeds the requirements of the position. He stays abreast of trends and technologies in systems and documentation through reading, news groups, using the Internet and the Web. To understand the Web, Scott built a home page many months ago. Scott applies all his knowledge and experience to improving the processes for generating documentation and to the documentation itself. Scott is a team player and strives to deliver the best documentation possible to ensure the success of the product. He sets very high standards for himself and is willing to put in whatever effort is required to meet or exceed the standard. Scott has shown that he is customer focused in his work with Cisco and with the outstanding Apple Guide that he created.

**Employee Comments**

Mary Felice Crowe  
Manager Signature

9/4/96  
Date

\_\_\_\_\_  
2nd Level Manager Signature

\_\_\_\_\_  
Date

Scott Dominie  
Employee Signature

9/4/96  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date