

## WEEK 7 EVALUATIONS

Daniel  
Penney

## Week 7: Microsoft Office

	Below Expectations	Approaching Expectations	Meeting Expectations	Above Expectations	Exceeds Expectations	N/A
<b>OUTLOOK</b>						
Uses Outlook to communicate with peers at a professional level, consistently responding to all items via email within 24 hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works professionally with attachments; appropriately opens and attaches files	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creates and uses contact lists and address books on a regular basis.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses outlook to set up a schedule, manage meetings, and book resources without errors.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>EXCEL</b>						
Produces excel spreadsheet that are business-ready (formatting, highlighting, bolding, borders, shading)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sorts and analyzes data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Uses formulas to analyze and manipulate data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>WORD</b>						
Produces documents that appear business-ready (professional fonts and formatting, appropriate length and context, business ready grammar)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses features from the ribbon	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formats paragraphs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manipulates margins, orientation, and size	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## STRENGTHS

## GROWTH AREAS

☐ Insert comment.

☐ Insert comment.

## Week 7: Helpdesk and Troubleshooting

	Below Expectations	Approaching Expectations	Meet Expectations	Above Expectations	Exceeds Expectations	N/A
Diagnoses and resolves start-up issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Diagnoses and resolves hardware devices and driver issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Diagnoses and resolves application issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Provides step by step directions to a user in written or verbal form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guides a user to a solution without doing it for them (hijacking the users computer)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guides a user to a solution without doing it for them (hijacking the users computer)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search for solutions using resources (website, book, help menu in application)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilizes Jira/ticketing systems effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Demonstrates understanding of virtualization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Demonstrates understanding of hardware and desktop	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Demonstrates understanding of software

Below Expectations Approaching Expectations Meet Expectations Above Expectations Exceeds Expectations N/A

Demonstrates understanding data and storage

Below Expectations Approaching Expectations Meet Expectations Above Expectations Exceeds Expectations N/A

## STRENGTHS

## GROWTH AREAS

Insert comment.

Insert comment.

## Week 7: Business Communications

	Below Expectations	Approaching Expectations	Meet Expectations	Above Expectations	Exceeds Expectations	N/A
Writes clear, concise emails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Composes, proofreads, and turns in business-ready work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbally communicates in a concise, professional manner	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates at a professional level at all times	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confident speaking with various numbers in different settings	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses professional grammar, spoken and written at all times	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriately uses formal and informal communication tools (email, text, phone, in-person)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## STRENGTHS

## GROWTH AREAS

Insert comment.

Insert comment.

## Week 7: Customer Service

	Below Expectations	Approaching Expectations	Meet Expectations	Above Expectations	Exceeds Expectations	N/A
Takes self-directed initiative to find a solution	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains strong emotional presence under stress	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Models Year Up Core Values at all times	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains professional and open body-language and expression	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistently SLANTs and takes notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistently captures deliverables and action items, delivers on expected project output.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## STRENGTHS

## GROWTH AREAS

Insert comment.

Insert comment.

## Week 7: Project Management

	Below Expectations	Approaching Expectations	Meet Expectations	Above Expectations	Exceeds Expectations	N/A
Communicates how their work fits into the broader context.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can communicate the goal/big picture of a project, and how that project fits into the goals of the business	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Determines when to collaborate and when to act independently	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborates effectively with others to achieve a business-ready deliverable	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows step-by-step instruction	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets deadlines and follows time tables	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learns new technology independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages up: communicates well with manager/instructor to address challenges before they are urgent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## STRENGTHS

## GROWTH AREAS

Insert comment.

Insert comment.

## STAFF FEEDBACK

## STRENGTHS

- -Content Knowledge - Daniel has substantial knowledge (and a passion) for tech. Daniel should continue to hone these skills, they will open doors down the road at an internship and beyond.(John, Nancy)
- Maturity: Daniel is a "no-nonsense" guy. He shows a good work ethic, he cares about the work he does, and he's mainly focused on the job at hand. Many managers will appreciate this. (John, Caitlin)
- Daniel has a strong command of the English language. He skillfully utilizes varied sentence structures and applies correct grammar to his written submissions. (Ashley)
- Daniel offers meaningful insights during group discussions. (Ashley)
- Daniel has demonstrated his ability to reflect on his actions and respond earnestly to his growth areas with deliberate action. (Ashley)
- Not only does Daniel know how to speak Tech, but he does a great job with small-talk and I enjoy learning about his interests. He is a great listener, and has continued to ask great questions during guest speaker each week. (Rachele, Caitlin) Additionally, Daniel has a good sense of humor, which makes him enjoyable to chat with one-on-one (Nancy)
- Daniel gets the job done in his Tech classes. He is a go to person when it comes to discussing tough tech related material. (Fred)

✎ Insert comment.

## GROWTH AREAS

- - Consistency and reliability are key to internship success and Daniel should seek to improve in this area. I encourage Daniel to continue to take steps to ensure that he is consistently and reliably completing quality work (BC tutoring, taking notes, prioritizing his time, accessing resources to manage stress.) (John, Nancy)
- Building relationships: Daniel has made close connections to a few of his colleagues but limits interactions to those few. I encourage him to work on building good professional relationships with everyone around him - which is a key workplace skill. (John, Rachele Caitlin,)
- Daniel communicates with a rigidity that masks his truer warmth and accessibility. Daniel can soften that mask by practicing relaxation techniques, especially before presenting a speech. (Ashley, Chi Chi) - Daniel comes to YU with tremendous technical experience, and now needs to balance those hard skills with the soft skills he tends to shy away from displaying. (Chi Chi)
- A growth area for Daniel would be to not become frustrated when assignments become tough.(Fred)
- Body language: When Daniel is frustrated, it is very evident in his body language and gestures (shaking head or hands, needing to leave the room). In addition to building strategies to "power through" frustrating or challenging projects, he should also develop the ability to mask these emotions in the moment, so he is not mis-perceived as being closed off to a challenge. During the Elevator Pitch competition, I saw him overcome stress and anxiety to show his warmth and competence; channel these abilities to other challenges as well. (Nancy)

✎ Insert Comment.

Summary Page

Submit

## Contract Manager

Sites > SF > Jan 2014 - SV > **Daniel Penney**

**Help**

**Daniel Penney** [Salesforce »]

**230 points**

Jan 2014 - SV  
L&D

Status	Date	Type	Description	Comments	Entered By	Summary
Approved	19-Apr-2013	Infraction	1st Late (with notification)	Arrived late to feedback.	YEARUP\NMcDermott	-15 pts (\$15.00)
Approved	18-Apr-2013	Holiday	Holiday	Staff in-service day.	YEARUP\NMcDermott	-1 day (\$34.00)
Approved	08-Apr-2013	Infraction	Late Assignment	Elevator Pitch Graphic Organizer not submitted on time.	YEARUP\ABaker	-15 pts (\$15.00)
Paid	05-Apr-2013	Met Expectations			YEARUP\NMcDermott	15 pts
Rejected	01-Apr-2013	Infraction	Late Assignment	CONVERSATION: Did not complete grammar deliverables	YEARUP\ABaker	
Paid	30-Mar-2013	Award	Award (15 points and \$0 cash)	These students earned +15 through the "Buddy Week"	YEARUP\NMcDermott	15 pts
Paid	29-Mar-2013	Met Expectations			YEARUP\NMcDermott	15 pts
Finance	22-Mar-2013	Met Expectations			YEARUP\NMcDermott	15 pts
Finance	15-Mar-2013	Infraction	Late Assignment	Guest speaker questions submitted late (Ashley)	YEARUP\NMcDermott	-15 pts (\$15.00)
Finance	11-Mar-2013	Absence	1st Unexcused (full day, with notification) 1st personal day	Daniel was sick on Monday and called out. I spoke with him and he will be back Tuesday and will follow up with instructors.	YEARUP\NMcDermott	-1 day (\$34.00)
Paid	08-Mar-2013	Met Expectations			YEARUP\NMcDermott	15 pts