



SOLO CORPORATION

MEMORANDUM

To: H. Schmelling
Cc: L. Jenkins
From: K. Villalpando
Subject: 2016 Performance Plan
Date: October 14, 2016

Mr. Schmelling,

Since you joined us in 2014, we have appreciated your contributions as reflected in your 2014 and 2015 performance evaluations. As you know, these evaluations are instrumental in measuring your attainment of your performance goals.

In your first two reviews, only one category reflected a below average ranking, the section pertaining to “professional development.” In order to meet expectations in this area, you were advised to become more active in professional organizations, and to attend any relevant workshops, seminars, or conferences. On September 10, 2016, your direct supervisor, Ms. Laurel Jenkins, reported to me that you had not yet taken any of these steps. Furthermore, your 2016 performance evaluation shows that you now have very poor rankings in every category, indicating a degradation in overall performance.

For these reasons, you will be placed on a 90-day probation, after which there will be another review to assess your improvement in each category. Your continued employment will be dependent upon whether or not satisfactory progress is made.

Copies of your previous evaluations will be sent to you by your supervisor. Use them as tools to assist you in meeting your benchmarks and to identify the targets you must hit. Your educational background and your past performance suggest that you are capable of performing your duties at a higher standard. I am looking forward to seeing immediate improvement.

Please contact Laurel or me with any questions or concerns.