



## DEVELOPMENT DIVISION i5 BI-ANNUAL FEEDBACK

**PURPOSE:** Used to document effectiveness/position performance. The ratee will have the opportunity to discuss any evaluations prior to it being finalized.

**PROCESS:** The ratee is expected to have achievements written prior to the meeting. The rater is expected to fill out the evaluation prior to the meeting but may edit evaluations during the discussion. Both parties will sign solidifying the feedback document.

**USE:** The document may be sent to members of the ROTC/Academy chain of command in order to share achievements/things to improve upon. The document will be used as a way to evaluate how members are doing in their positions.

### I. PERSONAL INFORMATION

NAME (Last, First, MI) Tripp, Carlos, D.	DIVISION: Development ▾	POSITION TITLE: Media TC ▾
RATER NAME (Last, First, MI) Smith, Kylyn, F.	DIVISION: National Staff ▾	POSITION TITLE: NDD ▾

### II. INITIATIVE

1. Creativity	<input type="checkbox"/> No new ideas contributed	<input type="checkbox"/> New ideas contributed	<input checked="" type="checkbox"/> New ideas contributed and enacted upon
2. Preparation	<input type="checkbox"/> Not prepared for meetings/taskers	<input checked="" type="checkbox"/> Adequately prepared for meetings/taskers	<input type="checkbox"/> Exceptionally prepared for all meetings
3. Proactive problem-solving	<input type="checkbox"/> Does not work proactively	<input checked="" type="checkbox"/> Solves problems as they are faced	<input type="checkbox"/> Proactively looks for problems and finds solutions

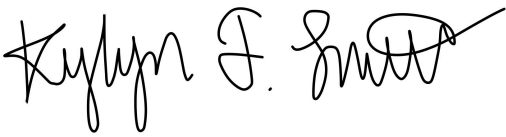
### COMMENTS:

Drives the Instagram presence forward with consistent weekly progress. Understands meeting objectives and comes with relevant questions and comments.

### III. LEADERSHIP

1. Contributions to general conversations	<input type="checkbox"/> Does not contribute to discussion	<input type="checkbox"/> Provides some discussion	<input checked="" type="checkbox"/> Provides constructive feedback and contributes to discussion regularly
2. Utilization of team members	<input type="checkbox"/> Does not delegate taskers	<input checked="" type="checkbox"/> Delegates taskers when asked	<input type="checkbox"/> Consistently looks for ways to utilize their team
3. Focus on the common mission	<input type="checkbox"/> Does not contribute to the mission	<input checked="" type="checkbox"/> Provides work that shows they are pursuing the mission	<input type="checkbox"/> Consistently focused on the mission

<b>COMMENTS:</b> Solid focus on Development mission. Improving utilization of team; much improvement in recent weeks.			
<b>IV. JOB PERFORMANCE</b>			
1. Task completion rate	<input type="checkbox"/> Completes very few assigned tasks	<input type="checkbox"/> Completes tasks when reminded/tasks need extensions	<input checked="" type="checkbox"/> Completes all tasks on time
2. Accountability	<input type="checkbox"/> Does not communicate with team	<input checked="" type="checkbox"/> Communicates absences and rarely misses	<input type="checkbox"/> Always communicates proactively
3. Quality of deliverables (including BARs)	<input type="checkbox"/> Deliverables not completely or completed poorly	<input checked="" type="checkbox"/> Deliverables need corrections but submitted on time	<input type="checkbox"/> Deliverables need little/no corrections
4. Meeting attendance	<input type="checkbox"/> Below 70% meeting attendance	<input type="checkbox"/> At least 70% meeting attendance	<input checked="" type="checkbox"/> Above 90% meeting attendance
<b>COMMENTS:</b> Deliverables are of good quality when completed; feedback common due to importance on online presence. Never worried about comms. Accountability on BARs: 1 missed.			
<b>V. DEVELOPMENT</b>			
1. Motivation of team members	<input type="checkbox"/> Does not have substantial team member participation	<input checked="" type="checkbox"/> Motivates team members to perform as expected	<input type="checkbox"/> Achieves high levels of buy-in from team members
2. Receptiveness of guidance	<input type="checkbox"/> Does not make requested changes/take feedback	<input type="checkbox"/> Makes changes when requested after deliverable completion	<input checked="" type="checkbox"/> Seeks guidance/feedback prior to deliverable completion
3. Program growth	<input type="checkbox"/> Program participation has decreased	<input checked="" type="checkbox"/> Program participation has been consistent	<input type="checkbox"/> Program participation has grown
<b>COMMENTS:</b> Proactivity in review/comments much appreciated. Program participation expected to increase once squadron takeover/highlight forms are released. Can improve on team utilization.			

VI. ACHIEVEMENTS	
<p>List your most notable achievements from this past term in narrative style bullets</p> <ul style="list-style-type: none"><li>- Quick and professional collaboration with Murry Ave. for the merchandise sale post; being able to take down the unwanted post rapidly and adjust with their demands.</li><li>- Developing innovative and promising plans to include more videos/reels for the instagram.</li><li>- Coordinating an initially discontent team to establish structure and clear communication to improve proactive media post production</li></ul>	
VII. OVERALL FEEDBACK	
<ul style="list-style-type: none"><li>- Follow-through always good, posts made efficiently and adjustments made quickly when asked</li><li>- Team members can be highlighted more and further utilized to full extent</li><li>- Always appreciative of communicativeness</li></ul>	
VIII. AREAS TO IMPROVE	
<ul style="list-style-type: none"><li>- Setting deadlines and communicating those to me</li><li>- Initiative on getting team members to participate</li></ul>	
IX. SIGNATURES	
RATEE:	DATE:  03APR2024
RATER: 	DATE:  03APR2024