

# Hancock, Marsha

FY23 Annual Evaluation

6/1/22 to 5/31/23

Document Status Completed

Evaluated By BS, Gururaj

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## Employment Details

|          |                    |                                      |  |
|----------|--------------------|--------------------------------------|--|
| Position | Job                | 16830.Digital Content Snr Manager.M3 |  |
| Location | US-NC-HOME 270-289 | Department                           | 606895 - J7P - Documentation Engineering - Screven |
|          | Manager            | BS, Gururaj                          |  |

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## Overall Summary

|                |  |
|----------------|--|
|                | Manager  |
| Overall Rating | Outstanding  |
| Comments       | <p>Marsha,</p> <p>Many thanks for your outstanding contributions to the organization in FY23.</p> <p>I look forward to working with you on new challenges and opportunities in FY24.</p> |

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## Participant Feedback

|             |
|-------------|
| BS, Gururaj |
|-------------|

## Performance Goals

|                |  |
|----------------|--|
|                | Manager  |
| Section Rating | Exceeds expectations   |
| Comments       | <p>Marsha exceeded my expectations, as far as her performance goals go. In some of them, she was outstanding.</p> <p>In FY24, please set goals on a quarterly basis, as discussed.</p> |

### Build a stronger team by improving consistency

**Description** In an effort to improve consistency across the team so that our deliverables look the same regardless of who creates them, I will establish peer mentoring and review partnerships in order to pass along skills to each other.

**Success Criteria**

1. Establish peer mentoring.
2. Establish peer reviews.
  1. Create a check list for diagram development.
  2. Have peers review each others diagrams.

|                        |           |                        |        |
|------------------------|-----------|------------------------|--------|
| Start Date             | 6/1/22    | Priority               | Medium |
| Status                 | Completed | Completion Percentage  |        |
| Target Completion Date | 5/31/23   | Actual Completion Date |        |
| Level                  |           | Category               |        |
| Related Link           |           |                        |        |
| Comments               |           |                        |        |

|          |            |
|----------|------------|
|          | Manager    |
| Comments | Nice work! |

### Implement strategies to build motivation and morale

**Description** During the training, I realized the suggestions they provided I have already incorporated into my team. However, I decided to focus on skill building across the team in order to become a more cohesive unit. This provided more consistent feedback and improved their self-confidence.

**Success Criteria**

- Attend training "How to Build Workplace Motivation and Morale"
- Implement at least one strategy learned in this training.

|                        |           |                        |         |
|------------------------|-----------|------------------------|---------|
| Start Date             | 6/1/22    | Priority               | Medium  |
| Status                 | Completed | Completion Percentage  |         |
| Target Completion Date | 5/31/23   | Actual Completion Date | 5/31/23 |
| Level                  |           | Category               |         |
| Related Link           |           |                        |         |
| Comments               |           |                        |         |

|          |         |
|----------|---------|
|          | Manager |
| Comments | Good.   |

### Learn strategies to effectively illustrate data

**Description**

**Success Criteria**

Attend virtual training, Presenting Data Visually.

Make at least one presentation using strategies learned.

|                        |                          |                        |         |
|------------------------|--------------------------|------------------------|---------|
| Start Date             | 6/1/22                   | Priority               | Medium  |
| Status                 | Completed                | Completion Percentage  | 100     |
| Target Completion Date | 5/31/23                  | Actual Completion Date | 6/30/22 |
| Level                  |                          | Category               |         |
| Related Link           |                          |                        |         |
| Comments               | Presented June 29, 2022. |                        |         |

|          |         |
|----------|---------|
|          | Manager |
| Comments | Good.   |

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## Competencies

|                |  |
|----------------|--|
|                | Manager  |
| Section Rating | Exceeds expectations   |
| Comments       | Marsha has all of the competencies required for an M3 manager. Please build on them to move to the next level. |

### Core.Change Agility

Target Proficiency Level 3-Skilled

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

### Core.Collaboration

Target Proficiency Level 3-Skilled

|                   |                     |
|-------------------|---------------------|
|                   | Manager             |
| Proficiency Level |                     |
| Comments          | Good collaboration. |

### Core.Communicating for Impact

Target Proficiency Level 3-Skilled

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

### Core.Competitive Edge

Target Proficiency Level 3-Skilled

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

### Core.Inspirational Leadership

Target Proficiency Level 3-Skilled

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

### Core.Mastering Complexity

Target Proficiency Level 3-Skilled

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

### Core.Performance Drive & Execution

Target Proficiency Level 2-Intermediate

|                   |         |
|-------------------|---------|
|                   | Manager |
| Proficiency Level |         |
| Comments          | Good.   |

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## Employee Final Feedback