MousePaw Media
Employee Review

Date: _____

Employee Name: _____

Employee ID: _____

Seniority: _____

Supervisor: _____

Review Quarter: _____   Last Review Quarter: _____

☐ Self-Evaluation? (If checked, ignore rest of this page.)

☐ By Employee Request   ☐ Special Review

Standing: ☐ Poor   ☐ Moderate   ☐ Good*   ☐ Good   ☐ Excellent

Notes

_____

Supervisor Signature   Date

GENERAL PERFORMANCE

Rating system is detailed on page 4. Criteria descriptions are detailed on page 5.

Area	Rating	Comments
Adaptability		
Attitude		
Communication		
Collaboration		
Creativity		
Dependability		
Independence		
Interpersonal Skills		
Learning		
Self-Awareness		
Technology Usage		
Time Management		
Time Reporting		
Weekly Check-Ins		

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DEPARTMENTAL PERFORMANCE (CONTENT DEVELOPMENT)

Rating system is detailed on page 4. Criteria descriptions are detailed on page 6.

Area	Rating	Comments
Attention to Detail		
Critiques		
Documentation		
Editing		
Research		
Task Management		
Teamwork		
Writing Style		
Work Tracking		

PERFORMANCE COMMENTS

This section is divided into two different categories: general, for universal subjects, and departmental, for those subjects specific to your department.

4 should be treated as the normal "top" – 5 is intended to highlight unique areas of excellence. Employees are never required to reach this level.

RATING SCALE

Score	Rating	Definition
5	Exceptional	Performance far exceeds expectations. Reserved for exceptional excellence in area.
4	Exceeds expectations	Performance fully meets expectations. Improvement is icing on the cake.
3	Meets Expectations	Performance consistently meets essential expectations; can be honed and refined.
2	Needs Improvement	Performance did not consistently meet essential expectations.
1	Unsatisfactory	Performance did not meet expectations. Meet with your internship supervisor to create a plan for improvement.
N	No Rating	The area in question has not come up enough for a proper evaluation.

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GENERAL PERFORMANCE EVALUATION CRITERIA

Criterion	Definition
Adaptability	How well can the individual adapt their expectations and approaches to changing needs?
Attitude	Does the individual exhibit a willingness to complete job tasks?
Communication	Can the individual express their thoughts, feelings, needs, and ideas to others in a healthy manner?
Collaboration	How well does the individual work with others? Do they seek out opportunities to do so?
Creativity	Does the individual exhibit the ability to find innovative, original solutions and ideas?
Dependability	Can the individual be relied upon to accomplish assigned tasks, meet deadlines, and follow through on promises?
Independence	Is the individual able to work on their own? Do they exhibit self-control and self-motivation?
Interpersonal Skills	Does the individual maintain and respect healthy boundaries? Are they able to relate to coworkers in a professional manner?
Learning	Is the individual willing to learn from their mistakes? Are they able to seek out training when needed? How well do they respond to instruction?
Self-Awareness	Does the individual exhibit an awareness of their own abilities and limitations? Do they demonstrate a desire to improve?
Technology Usage	Does the individual know how to use the technology available to them? Do they use it to its full potential in their job? Do they follow technology standards and use recommended tools?
Time Management	Is the individual able to balance work and other aspects of their life? Can they set and meet goals?
Time Reporting	Does the individual consistently report their hours on eHour? Do they include the proper codes to corroborate hours?
Weekly Check-Ins	Does the individual consistently send the required weekly check-in emails to ECO? Are these emails reasonably informative regarding their progress and goals?

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CONTENT DEVELOPMENT EVALUATION CRITERIA

Criterion	Definition
Attention to Detail	How well is the individual able to find errors and inconsistencies in content files? How well can they delineate material for game use?
Critiques	How effectively does the individual give both positive and negative feedback? How well do they receive feedback on their own work?
Documentation	Does the individual help maintain project notes and specifications on Phriction?
Editing	How effectively can the individual locate and fix errors in content?
Research	Is the individual able to use various reliable sources to locate facts? How well do they incorporate them appropriately into their work?
Task Management	Does the individual make regular, proper use of Maniphest and Projects? Do they maintain and prioritize tasks and track progress?
Teamwork	How well does the individual work with other team members: Differential, Nextcloud, Phriction, direct communication.
Writing Style	Does the individual employ good grammar, spelling, and use of language mechanics? Do they employ character development, active voice, and vivid descriptions?
Work Tracking	Does the individual make proper use of Differential, Audit, and Nextcloud? How well do they make use of review tools?

☐■☐