

**MousePaw Media  
Employee Review**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Seniority: \_\_\_\_\_

Review Quarter: \_\_\_\_\_ Last Review Quarter: \_\_\_\_\_

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

Standing: \_\_\_\_\_

**EXCELLENT**

There are no warnings issued to the individual.

**GOOD**

No warnings, but if aforementioned areas are not improved, there may be warnings in the future.

**MODERATE**

Should the individual ignore current warnings, they may be in danger of disciplinary action.

**POOR**

The individual is in imminent danger of serious disciplinary action.

Notes

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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		

**DEPARTMENTAL PERFORMANCE  
(CONTENT DEVELOPMENT)**

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

<i>Area</i>	<i>Rating</i>	<i>Comments</i>
Attention to Detail		
Critiques		
Editing		
File Tracking		
Productivity		
Research		
Task Management		
Teamwork		
Writing Style		

## PERFORMANCE COMMENTS

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

### Rating Scale

#### **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**

plan 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.

**NOTE:** 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.

## GENERAL PERFORMANCE EVALUATION CRITERIA

- **Adaptability:** How well can the individual adapt their expectations and approaches to changing needs?
- **Attitude:** Does the individual exhibit a willingness to complete the tasks associated with their job?
- **Communication:** Can the individual express their thoughts, feelings, needs, and ideas to others in a healthy manner?
- **Collaboration:** Can the individual work with others?
- **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 other individuals in the workplace in a professional manner?
- **Learning:** Is the individual willing to learn from their mistakes? Are they able to seek out training when needed, and how well do they respond to instruction?
- **Self-Awareness:** Does the individual exhibit an awareness of their own abilities and limitations and 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?
- **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 time on the Virtual Office?
- **Weekly Check-Ins:** Does the individual consistently send the required weekly check-in emails?

## CONTENT DEVELOPMENT EVALUATION CRITERIA

- **Attention to Detail:** How well is the individual able to find errors and inconsistencies in content files (word lists, story packs, sentence files, etc.)? How well can they delineate material for game use?
- **Critiques:** How effectively does the individual give both positive and negative feedback on a team member's work in progress (WIP)? How well do they receive feedback on their own work?
- **Editing:** How effectively can the individual locate and fix errors in materials for the content library?
- **File Tracking:** Does the individual make full use of Differential, Audit, and Files: tracking changes and related information, and make use of review tools?
- **Productivity:** How well does the individual complete quality content in a reasonable time-frame?
- **Research:** Is the individual able to use various reliable sources to locate facts and incorporate them appropriately into their work?
- **Task Management:** Does the individual make regular, proper use of Manifest: tracking, maintaining, and prioritizing tasks?
- **Teamwork:** How well does the individual work with other team member: critiques, editing, and direct communication (video chat, IRC)?
- **Writing Style:** Does the individual use good grammar, character development, active voice, vivid descriptions, and proper punctuation in their writing?