

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

Employee Review

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		

Employee Review

DEPARTMENTAL PERFORMANCE (PROGRAMMING)

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

Area	Rating	Comments
Coding Style		
Documentation		
Repository Use		
Research		
Task Management		
Teamwork		
Testing		

Employee Review

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.

Employee Review

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?

Employee Review

PROGRAMMING EVALUATION CRITERIA

Criterion	Definition
Coding Style	Does the individual use good style in their code: CSI and doc comments, descriptive names, house style.
Documentation	Does the individual effectively document their code (Sphinx)? Do they help maintain project specifications (Phriction)?
Repository Use	Does the individual make proper use of Differential, Audit, and the repositories? Do they commit early and often?
Research	Is the individual able to find their own answers to coding problems?
Task Management	Does the individual make regular, proper use of Maniphest and Projects? Do they maintain and prioritize tasks and track progress? Do they track bugs and features effectively?
Teamwork	How well does the individual work with other coders: code reviews, wiki, pair programming, direct communication.
Testing	Does the individual test their code for stability? Do they follow the LIT Standard where applicable?