

**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

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
(DESIGN+PRODUCTION)**

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		
Adaptability		
Originality		
Responsible Style		
Technological Proficiency		

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?

DESIGN+PRODUCTION EVALUATION CRITERIA

- **Attention to Detail:** Is the individual dedicated to quality in their work, even in areas that may not be noticed? (i.e. shortcuts)
- **Adaptability:** Can the individual adapt their creative ideas to the needs of the project?
- **Originality:** Does the individual have a distinctive quality to their work?
- **Responsible Style:** Can the individual respect good design practice, such as the three-color rule, and balance it with their creativity?
- **Technological Proficiency:** Is the individual capable of using technology to their advantage as an artist?