

2020 Annual Administrative Staff Performance Evaluation

Evaluatee: Steven R Schroeder

1 completed

Definitions of Performance Ratings

Outstanding Employee has mastery of the position and performance significantly surpasses all work objectives, standards, expectations and requirements. Performance is the best that can be attained in the position and is clearly a result of individual efforts or an outstanding contribution to a team effort.

Exceeds Expectations Employee's performance exceeds most objectives, standards, expectations and requirements. A high degree of reliability and confidence can be placed in the Employee's work.

Meets Expectations Employee demonstrates an understanding of the full scope of the position and performs all essential elements of the job in an effective manner. Achieves results expected of the position.

Below Expectations Employee meets some of the performance objectives, standards, expectations and requirements, but seldom exceeds and sometimes falls short of desired results. Performance results are inconsistent and less than what is necessary in the position.

Performance Questions

A. Job Knowledge and Execution. Does employee possess adequate knowledge to successfully perform the duties that fall within their scope of responsibility? Does employee consistently demonstrate competence and reliability? Do they go above and beyond the job description to contribute to the team, department, and firm? Are they seen as a go-to person to solve especially difficult challenges?

■ Outstanding	0 Responses	0.00%	<input type="text"/>
■ Exceeds Expectations	1 Response	100.00%	<input type="text"/>
■ Meets Expectations	0 Responses	0.00%	<input type="text"/>
■ Below Expectations	0 Responses	0.00%	<input type="text"/>

Supporting Comments:

- Steve has deep institutional knowledge, both at Fish and in legal; this knowledge translates into a very versatile skillset which he uses very effectively. In recent years Steve has been very hungry in his pursuit of furthering his understanding of full-stack software development which he executes with great attention to detail (demonstrating our Smart core value).

While Steve has been working on his knowledgebase for full-stack development, he still has room for growth as he continues his training. Another aspect which can be improved upon is the speed at which he delivers front-end development work, acknowledging this is an area in which I have already seen significant growth.

B. Communication. Does employee effectively communicate with teammates, peers, leaders, and internal and external clients in a clear, concise, and comprehensive manner? Do they share information and follow up with others, when applicable? Have employee's communication skills created – or solved – any issues?

■ Outstanding	0 Responses	0.00%	<input type="text"/>
■ Exceeds Expectations	1 Response	100.00%	<input type="text"/>
■ Meets Expectations	0 Responses	0.00%	<input type="text"/>
■ Below Expectations	0 Responses	0.00%	<input type="text"/>

Supporting Comments:

- Steve is very fast to respond to all forms of communication and readily makes himself available to have discussions for clarification.

An area for growth in communication for Steve is to work on making his communication more explicit in an effort to remove ambiguity.

C. Client Service. Does employee establish rapport and strive to build strong working relationships with teammates, peers, leaders, and internal and external clients with an overall commitment to excellent client service? Do they volunteer to assist and are they willing to help others, when appropriate?

▪ Outstanding	1 Response	100.00%	<div></div>
▪ Exceeds Expectations	0 Responses	0.00%	<div></div>
▪ Meets Expectations	0 Responses	0.00%	<div></div>
▪ Below Expectations	0 Responses	0.00%	<div></div>

Supporting Comments:

- Steve is a client service rockstar! Steve's institutional knowledge serves him very well in this area and addresses the service to our Firm very smartly. He also displays our humble and hungry core values as he doesn't view any item as below him and he often jumps in to help without being asked.

If there is room for growth, he could be better at allowing other resources in LTS to be used for service requests; this would give him more opportunity to focus on

D. Initiative and Problem Solving. Does employee demonstrate ambition to perform their role well, take initiative to improve processes, and continuously search for innovative ideas to maximize value, efficiency, and client service?

▪ Outstanding	0 Responses	0.00%	<div></div>
▪ Exceeds Expectations	1 Response	100.00%	<div></div>
▪ Meets Expectations	0 Responses	0.00%	<div></div>
▪ Below Expectations	0 Responses	0.00%	<div></div>

Supporting Comments:

- Steve has improved significantly in the area of taking the initiative to present and implement options to help LTS develop faster and smarter. Steve takes full advantage to the training available to developers in LTS; this has had an observable improvement in his problem solving skills.

In general Steve does good job, but Steve has some room for improvement in spending more time with independent problem solving before reaching out for help.

E. Overall Performance Rating. Please indicate overall performance rating.

▪ Outstanding	0 Responses	0.00%	<div></div>
▪ Exceeds Expectations	1 Response	100.00%	<div></div>
▪ Meets Expectations	0 Responses	0.00%	<div></div>
▪ Below Expectations	0 Responses	0.00%	<div></div>

Supporting Comments:

- Steve is one of the hungriest members of my team, if not all of LTS. Given Steve's emulation of the LTS core values, I am very interested in leveraging his drive to encourage other members of the team.
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