

2021 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:

- In my opinion, Steve is the best example of the hungry core value within LTS. Steve regularly reviews the code of other developers, even when he is not the approver, just so he has exposure to more code. Steve has also started to work on mentoring developers with his SQL knowledge.

Last year's review included an opportunity for Steve to grow his knowledge in the context our full stack development architecture. The Patricia project threw a wrench at that growth goal, but my expectation for Steve is that as the Patricia project winds down he'll reorient his training and learning to focus of a more full stack perspective.

Another opportunity for growth for Steve is broaden his development perspective. As his role is expanding into more mentorship opportunities the need for his development decisions to be less individual task based, but instead to have an architectural scope, is going to become very important. My expectation for Steve is to practice asking questions about abstraction and genericizing of processes to help him broaden his approach to development tasks.

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 responsive regardless of the communication medium and also does a great job with following up with

communications.

Steve's first reaction to an unexpected issue or problem is sometimes hyperbolic. An opportunity for growth for Steve is to temper his responses/reaction to be less alarmist and more measured.

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 has always been a model for the rest of LTS to follow as it relates to Client Service. Steve also does a great job of evaluating service requests for urgency and whether the requester could source the solution to their request themselves.

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 is responsible for developing and maintaining several SSIS packages. He took the initiative to upgrade and develop those packages in a more modern way that helps us with better reporting and maintenance. Steve has also taken the initiative to fully document the set up of these types of projects and associated troubleshooting.

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 a highly valued member of LTS! He proves his worth over and over as he works diligently on all tasks he is assigned and also as he is stepping into a mentorship opportunities.
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