

2022 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	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 become the go-to-guy for most things SQL related within LTS. Steve has done an excellent job of adding consistent mentorship to his job. Jake specifically has benefitted dramatically from Steve's knowledge and mentorship.

An area of growth for Steve is to grow into the changes we need to make to our ETL processes and perhaps be the source of ideas for architecting those changes.

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%	<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 done a much better job in the past year in measuring his reactions in the visibility of the team, he has become a source of consistency and a solid member of LTS. Steve does a great job of trying to use the hand raising feature in teams or zoom, which is very helpful when working remotely. Steve is very communicative and responsive. Steve does a good job of speaking up when clarification is needed.

An area of growth for Steve is to evaluate the audience of a meeting in an effort to help with not talking about project specifics in a full team setting or a larger group than is either necessary. Having unneeded people in a

conversation is a waste of their time, and sometimes causes the conversation to take much longer than it should have.

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 the standard of Client Service in LTS. LTS and the firm are very lucky to have him. I have no areas for growth for him here because he rocks!

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 excels in his initiative, more so than most. This is probably due a lot in part to his service oriented work ethic. If there is a problem, he likes to tackle it immediately and completely.

An area of growth for Steve is to start to thinking about problems, which would have been traditionally solved with one of his comfortable skillsets, from other solutions which are perhaps even undiscovered by LTS and Fish.

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 pillar member of LTS. The team and the firm rely heavily on the work that he does. His hunger for growth is something that from which we would benefit greatly if others would emulate him.