



2022 Internship Performance Review

Review Period 6/6/2022 - 8/26/2022



REVIEWER

Katherine Staples (Manager), Gabriella Gallo (User)

Tairik Johnson

Intern
Job Code

Overview

Task Instructions

The internship performance review provides an opportunity for managers and interns to reflect on performance over the course of the internship and evaluate achievement against the intern's iPOP. It should frame a discussion around where things have been going well and where opportunities for further development exist to enable the intern for careers beyond graduation.

Please follow each of the steps listed below.

Objectives

Directions

Please select the rating that best describes your overall progress and achievement against your iPOP. Be sure to include commentary in the open text box to substantiate the rating selected.

Rating Scale

Rating	Description
Always Exceeds Expectations	Delivered unique and exceptional results in ALL aspects of job responsibility. Contributions had a significant and quantifiable impact on the Team/Department/Organization's goals (as applicable to the position level). Continuously demonstrated a high degree of initiative/extra effort. Exemplifies the highest of competencies and skills for the position level.
Exceeds Expectations	Consistently met expectations and delivered significant and noteworthy results in SOME aspects of job responsibility. Contributions had a considerable impact on the Team/Department/Organization's goals (as applicable to the position level). Demonstrated initiative/extra effort towards many goals. Demonstrated excellence in most competencies and skills for the position.
Meets Expectations	Delivered effective and reliable results in all areas of job responsibility. Positively contributed to the team's goals. Demonstrated initiative/extra effort towards some goals. Demonstrated proficiency in most competencies and the skills required for the position.
Sometimes Meets Expectations	Delivered inconsistent results in some areas of job responsibility. Improvement is needed to bring performance to the level of contribution required for the role. Requires development that may include the benefit of experience, training and/or coaching with regard to achieving results and/or demonstrating proficiencies in competencies.
Regularly Fails to Meet Expectations	Delivered minimal or no results in key areas of job responsibility. Contributions toward organizational results and/or proficiency of competencies for the position are unsatisfactory. Immediate improvement is required to bring performance to an acceptable level.

Values

Directions

Review the company values below. Please select a rating that best describes your overall demonstration of the values.

Rating Scale

Rating	Description
Role Model	Role Model
Consistently Demonstrates	Consistently Demonstrates
Demonstrates	Demonstrates
Sometimes Demonstrates	Sometimes Demonstrates
Does Not Demonstrate	Does Not Demonstrate.

Purpose: focuses on the big things that move the business forward

Innovation: encourages bold thinking on a global scale

Accountability: owns outcomes for customers and colleagues

Customer Obsessed: invests in customers' success

Velocity: moves fast and keeps it simple

Inclusion: respects diverse perspectives and backgrounds

Reviewer	Rating	Weight
Tairik Johnson (Self)	Consistently Demonstrates	100 %
Katherine Staples (Manager)	Consistently Demonstrates	100 %

Early Career and Interpersonal Skills

Directions

Please select the rating that best describes your demonstration of the below early career and interpersonal skills.

Rating Scale

Rating	Description
Always Exceeds Expectations	Always Exceeds Expectations
Exceeds Expectations	Exceeds Expectations
Meets Expectations	Meets Expectations
Sometimes Meets Expectations	Sometimes Meets Expectations
Regularly Fails to Meet Expectations	Regularly Fails to Meet Expectations

Attitude & Effort

Amount of effort team member puts into their projects/assignments, and the extent to which they maintain a positive work attitude while performing these responsibilities.

Reviewer	Rating
Tairik Johnson (Self)	Exceeds Expectations
Katherine Staples (Manager)	Exceeds Expectations

Functionality / Technical Competency

Extent to which required entry-level functional/technical abilities to complete assignments are demonstrated.

Reviewer	Rating
Tairik Johnson (Self)	Meets Expectations
Katherine Staples (Manager)	Meets Expectations

Professionalism

Extent to which balance, thought and discretion is exhibited.

Reviewer	Rating
Tairik Johnson (Self)	Meets Expectations
Katherine Staples (Manager)	Exceeds Expectations

Quality of Work

Extent to which assignments are complete, accurate and orderly.

Reviewer	Rating
Tairik Johnson (Self)	Meets Expectations
Katherine Staples (Manager)	Exceeds Expectations

Supervisory Relationship

Extent to which team member is responsive, cooperative and attentive to supervision.

Reviewer	Rating
Tairik Johnson (Self)	Always Exceeds Expectations
Katherine Staples (Manager)	Exceeds Expectations

Sign Off

Directions

Please sign off.

X Tairik Johnson
Self

8/9/2022
Date

X Katherine Staples
Manager

8/26/2022
Date

Key Strengths and Focus Areas

Directions

Please outline a few of your intern's key strengths and focus areas to support their professional development and ensure they are equipped for careers beyond graduation.

Key Strengths

Comments

Katherine Staples (Manager) :

- Keen interest in learning about the role and the business
- Demonstrated initiative with ownership of a special project
- Professionalism and calm, polished demeanor in groups, on the panel, and in individual conversations

Key Focus Areas

Comments

Katherine Staples (Manager) :

- Continued development of skills with new tools (Salesforce/FinancialForce, Excel, PowerPoint, etc.)
- Continued exposure to Project Management and Consulting, including learning Smartsheet project plan tools and increased awareness of the iCIMS Talent Cloud products.

Summary

Overall Rating

2022 Internship Performance Review

Tairik Johnson

Exceeds Expectations