

Team Member Evaluation Database

Alex's Evaluation Database (Project Manager)

Name: Alex

Role: Project Manager

Start Date: April 7, 2025

Timezone: EST

Commitment: Long-Term (25-30 hrs/week)

A/B/C Rank (Initial): A Player

Strengths: Proactive, structured, experienced in influencer marketing and project oversight

Weaknesses: Tendency to over-polish content, needs clearer deliverable types in some cases

Tools Used: Wrike, Trello, Discord, YouTube, Bots

Behavioral Notes:

- Strong communicator, responds quickly and clearly
- Self-motivated, showed initiative during trial phase
- Aligns with project values and vision

Weekly Evaluation Dashboard – Alex

Week	Tasks Completed	Communication	Initiative	Reliability	Overall Score (10)	Behavioral Notes	A/B/C Rank
Apr 15–21							
Apr 22–28							
Apr 29–May 5							

Daily Behavior Tracker – Alex

Date	Task Progress	Communication Style	Responsiveness	Initiative	Notes / Excuses	Red Flags	Positive Highlights	Action Needed	Eval	Interaction
Apr 15, 2025	Partial	Clear	Quick	Mid	None	—	Organized social media assets	Follow up tomorrow on execution	👍	After asked for an update on content
Apr 16, 2025	Partial	Vague	Delayed	Low	Sick fiancé	Avoiding check-ins after morning reply	Created social media accounts	Monitor closely & confirm progress by end of day	⚠️	After asked for updates on content
Apr 17, 2025	Uncompleted	Vague	Delayed	Low	He went to bed yesterday	Avoiding check-ins in the morning reply	Did respond briefly in the morning	Getting on call to discuss performance/C confirm answer by Noon	⚠️	After asked for updates on Server Manager
Apr 17, 2025	Uncompleted	Casual / Personal	Delayed	Low	Too much going on with the fiancée	Deferred PM task again, despite follow-up	Offered to help with post if media is sent	Revisit role expectations & follow up tomorrow	⚠️	After asked for a PM Update
April 18th, 2025	Uncompleted	Casual / Vague	Delayed / Absent	Low	Said today would be free, then went silent	Missed promised updates; inconsistent availability; no reply to follow-up	Offered to help with media if sent	Revisit expectations, get on call, confirm role status by noon tomorrow	⚠️	After confirming availability, failed to respond to multiple follow-ups