

Working Impact Employee Performance Review

Skills Scorecard: One Summer Chicago

EMPLOYEE:
Sarah Jackson
Web Designer
MHA Labs
Chicago, Illinois

SUPERVISOR:
Leslie Beller
CEO
MHA Labs

PROGRAM:
One Summer Chicago
PROGRAM PARTNER:
Phalanx Family Services
TIMELINE:
Summer 2016

PERFORMANCE RATING LEVELS:

NV = NOVICE	EM = EMERGING	ST = STANDARD	SK = SKILLED	EX = EXPERT
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Hirability Skills Performance:

	NV	EM	ST	SK	EX
Brings energy and enthusiasm to the work					✓
Graciously accepts criticism				✓	
Takes responsibility for his or her actions and does not blame others				✓	
Stays calm, clearheaded and unflappable under stress				✓	
Actively looks for additional tasks when own work is done				✓	
Actively looks for ways to help other people				✓	
Unpacks problems into manageable parts				✓	
Generates multiple potential solutions to problems				✓	
Identifies new and more effective ways to solve problems			✓		
Works hard to get the job done			✓		
Does not procrastinate		✓			
Arrives on time and is rarely absent without cause		✓			

Technical Skills Performance:

	NV	EM	ST	SK	EX
Perform or direct Web site updates					✓
Design, build, or maintain Web sites, using authoring or scripting languages, content creation tools, management tools, and digital media				✓	
Write, design, or edit Web page content, or direct others producing content		✓			

Hirability Status:

	AGREE	STRONGLY AGREE
If I had a job opening, I would hire this employee		✓
I would seek out this person to be on my next project		✓
I would recommend this employee to a colleague, for a similar position	✓	



KEY STRENGTH:

Sarah's excellent attention to detail made her our best web application tester.