



Performance Review
(Manager to Complete)

Employee Name: Mari Anderson Department: Recruiting

Current Date: 6/25/19 Date of Employment: 6/25/18

Title: Talent Acquisition Specialist

Current Evaluation Period: Annual Review

Current Evaluator Name/Title: Taylor Barsness – Recruiting Manager

Work Performance

Work Performance	1. Unacceptable 2. Fair 3. Good 4. Superior
Client Service Skills	Comments 1 2 3 4
The ability to develop client relationships by making an effort to listen to and understand the client. The ability to anticipate and provide solutions to client needs and give high priority to client satisfaction.	You are very good at developing positive relationships with all your clients. You do well with prioritizing your clients needs and are always available to them if they need assistance.
Team Work Skills	Comments 1 2 3 4
The ability to develop relationships with co-workers and to contribute to group solutions. The effort put forward to making our company a better place to work for everyone.	You are so willing to contribute to group solutions and are making a great effort to make CMG a better place to work for everyone. You have no issues getting along with you co-workers and have created professional relationships with everyone.
Quality of Work	Comments 1 2 3 4
The value of work produced by the employee and the thoroughness, accuracy, neatness, and acceptability of the work completed. Ability to work under pressure and learn from previous mistakes. Accurately checking processes and tasks and handling issues in a timely manner.	Your accuracy, neatness and thoroughness are good. You continually follow the processes/procedures even after small or large alterations have been made to them. You are good with working under pressure and learn from your previous mistakes while handing all matters in a timely fashion.
Quantity of Work	Comments 1 2 3 4
The quantity of work produced by the employee and accuracy and acceptability of the work completed. The ability to work at quick rates of speed, under pressure, while producing accurate outcomes.	Your accuracy directly contributes to your good quantity of work. You are continually getting hires week to week while under pressure and producing accurate outcomes.
Judgment and Decision Making	Comments 1 2 3 4
The ability to think logically and practically before making decisions. Use of independent thought, originality, and reasoning. Ability to prioritize work and timely implementation of workable solutions to problem. The ability to handle confidential information.	You do very well thinking on your feet and aren't afraid to ask questions or for help if you are unsure of the correct answer. You think independently and originally to solve problems and are able to handle confidential information professionally while working in a timely manner.

Development

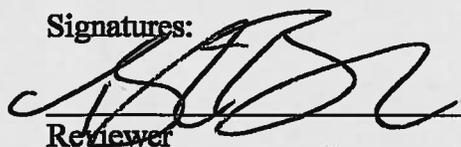
State the agreed upon goals to be accomplished during the next rating period. Include agreed upon actions and time frames to be observed in attaining these goals:

Goals (Improvement/Achievement)	Actions/Objectives	To Be Completed (Mo/Yr)
1. Attendance	1. Request time off at least 1 week in advance.	

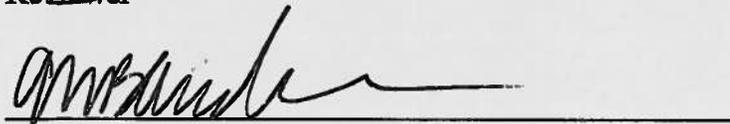
What steps can employee take to prepare for or enhance opportunities for future advancement? Include actions to be taken by reviewer to assist employee in accomplishing these steps:

Date of next performance review: _____

Signatures:

 - Taylor Bousness

7/9/19
Date


Employee

7/9/2019
Date

Employee Comments: _____

(Employee to complete)

Employee Name: Mari Anderson Department: St. Paul Park

Current Date: 6/18/2019 Title: Recruiter/On-Site

Current Evaluator Name/Title: Taylor Barsness – Recruiting Manager

Check appropriate answers and comments to below.

Do you understand the requirements of your job? Yes Partly No

Do you feel your training has been adequate to
Successfully complete your job? Yes Partly No

Do you have regular opportunities to discuss
your work and objectives with your manager? Yes Partly No

Would you like to have more informal meetings
with your manager than you are currently having? Yes Partly No

Do you have any skills, aptitudes, or knowledge not fully utilized in your job? N/A

If so, what are they and how could they be used? N/A

Is there any special help or "coaching you would like from your manager? No.

How well does your position satisfy your personal/professional goals? I would say well, I feel like I'm on the right track personally/professionally.

What training, career, or future job opportunities are of interest to you? Originally, I thought I would be interested in Susan's job in Sales, but after being the On-Site for Supermom's, I'm not sure what I want to do. I'm open to new opportunities, and to see where CMG takes me.

Please summarize your thoughts/feelings about your employment with our company. Overall, they are all positive thoughts and feelings about CMG. This is the first job I've held for an entire year in about 5 years, not only am I proud of myself for this (small) accomplishment, but if it wasn't for the positive thoughts/feelings, it probably would have been less than a year. I feel as if I have proved myself at this establishment and am excited to be a CMG employee long-term. I haven't felt this good and prideful about my work in a long time either and cannot wait to continue it!

Additional remarks, notes, questions, or suggestions. Additionally, I just want to know what ideas/thoughts CMG has about me! Taylor has told me that CMG has future plans for me, so I'm anxious to know what kind of thoughts/ideas so I can have a clear picture of what to work towards. Thank you to Taylor, the SPP Team, Matt, Hugh, everyone (!!) for making my first year great!

Mari Anderson
Employee's Signature

06/18/2019
Date