

0.2	0.4	0.6	0.8	1.0	1.2	1.4	1.6	1.8	2.0	2.2	2.4	2.6	2.8	3.0	3.2	3.4	3.6	3.8	4.0	4.2	4.4	4.6	4.8	5.0
Unacceptable					Below Expectations					Meets Expectations					Above Expectations					Outstanding				
Performance results overall fail to meet position requirements --- definitely below acceptable standards. Immediate improvement is necessary.					Performance results show inconsistent achievement. Improved results are needed if performance is to meet standard requirements.					Performance results consistently meet job requirements.					Performance results meet all job requirements, and, in many cases, exceed them.					Performance results are consistently above job requirements.				
Volt Employee:										Shannon McCarthy														
Date:										6/9/2008 8:30:23 AM														
Evaluating Manager:										Peyton Mays														
ER Rep:										Angela Crenshaw														
Workgroup										US-Shopping-Platforms														
Position Title: Description:										Content Writer Writes about general interest topics or draws upon specialized knowledge in a non technical area to produce information online or in print.														
Date:										6/9/2008 8:30:23 AM														
<u>Assignment Goals</u> Volt and managers jointly establish major assignment responsibilities, and the expected results of those responsibilities.										Rating: 5.00 <i>Justification:</i> Shannon continues to produce work of the highest quality, delivering all her assignments on or ahead of deadline and well-tailored to merchandising priorities. Her style is inclusive and engaging and our customers respond well to her articles.														
<u>Technical Skills</u> Understands the assignment requirements and customer needs. Demonstrates knowledge and skill by successfully completing assignments in a timely manner. Able to diagnose problems, applies effective solutions and determines follow-up actions with minimum direction. Keeps current on regulations, procedures, safety, certifications, etc.										Rating: 5.00 <i>Justification:</i> Shannon has a keen grasp of subjects assigned, from fashion and beauty to home decor and entertaining. She keeps up with trends and fully researches all her work to ensure accuracy. She has demonstrated competence with all pertinent internal tools.														
<u>Communication Skills</u> Clearly communicates with internal and external customers, co-workers, and supervisors. Effectively transmits and receives information across departments. Documents and distributes information appropriately. Practices attentive listening. Responds positively to situations requiring cooperation, courtesy, and tact. Ability to follow directions and ask for assistance where appropriate.										Rating: 5.00 <i>Justification:</i> People on our team love working with Shannon and engage in ongoing dialogues with her to help shape the focus of her articles. She responds well to feedback given and brings excellent ideas of her own to the group for consideration. While she is an offsite contributor, her presence is strong within our group.														
<u>Independent Judgment</u> Ability to tackle new problems and situations and arrive at proper solutions with minimal guidance. Effective decision making skills.										Rating: 5.00 <i>Justification:</i> Shannon is an agile contributor, adapting quickly to changes in our business model and requires very little supervision once new goals and strategies have been clarified.														
Overall Rating:										5.00														
Strengths:										First and foremost, Shannon is an excellent writer. Her articles cover assigned topics comprehensively and display a bright, witty and engaging style. She seems to thrive on feedback - positive and negative - and is never rattled by last-minute assignments or format/template/technical changes. Over time, she has become a signature voice of MSN Shopping.														

Areas for Improvement:	Based on the current requirements of her job there are no areas of improve. In the future, the role will expand and offer greater challenges and opportunities to grow as a writer and editor.
Major Accomplishments during this feedback period:	Shannon delivered 46 articles as assigned and monitored all Editors` Picks content for any gaps in merchandising, reporting weekly to the team when offers fell out. In addition, she recently took on the extra tasks of writing all contextual content for seasonal shopping initiatives like Mother`s Day, Father`s Day and Summer Style.
Describe additional training needed for the current assignment/project if the current assignment has changed:	None