

**MousePaw Media  
Employee Review**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Seniority: \_\_\_\_\_

Review Quarter: \_\_\_\_\_ Last Review Quarter: \_\_\_\_\_

Self-Evaluation? (If checked, ignore rest of this page.)

By Employee Request     Special Review

Standing:  Poor     Moderate     Good\*     Good     Excellent

Notes

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Supervisor Signature

Date

## GENERAL PERFORMANCE

Rating system is detailed on page 4. Criteria descriptions are detailed on page 5.

Area	Rating	Comments
Adaptability		
Attitude		
Communication		
Collaboration		
Creativity		
Dependability		
Independence		
Interpersonal Skills		
Learning		
Self-Awareness		
Technology Usage		
Time Management		
Time Reporting		
Weekly Check-Ins		

**DEPARTMENTAL PERFORMANCE  
(DESIGN+PRODUCTION)**

*Rating system is detailed on page 4. Criteria descriptions are detailed on page 5.*

<i>Area</i>	<i>Rating</i>	<i>Comments</i>
Attention to Detail		
Adaptability		
Originality		
Responsible Style		
Technological Proficiency		

## PERFORMANCE COMMENTS

This section is divided into two different categories: general, for universal subjects, and departmental, for those subjects specific to your department.

### Rating Scale

#### **5: Exceptional**

Performance far exceeds expectations; reserved for exceptional excellence in area.

#### **4: Exceeds expectations**

Performance fully meets expectations; improvement is icing on the cake.

#### **3: Meets Expectations**

Performance consistently meets essential expectations; can be honed and refined.

#### **2: Needs Improvement**

Performance did not consistently meet essential expectations.

#### **1: Unsatisfactory**

plan Performance did not meet expectations. Meet with your internship supervisor to create a plan for improvement.

#### **N: No Rating**

The area in question has not come up enough for a proper evaluation.

**NOTE:** 4 should be treated as the normal “top” - 5 is intended to highlight unique areas of excellence. Employees are never required to reach this level.

## GENERAL PERFORMANCE EVALUATION CRITERIA

- **Adaptability:** How well can the individual adapt their expectations and approaches to changing needs?
- **Attitude:** Does the individual exhibit a willingness to complete the tasks associated with their job?
- **Communication:** Can the individual express their thoughts, feelings, needs, and ideas to others in a healthy manner?
- **Collaboration:** Can the individual work with others?
- **Creativity:** Does the individual exhibit the ability to find innovative, original solutions and ideas?
- **Dependability:** Can the individual be relied upon to accomplish assigned tasks, meet deadlines, and follow through on promises?
- **Independence:** Is the individual able to work on their own; do they exhibit self-control and self-motivation?
- **Interpersonal Skills:** Does the individual maintain and respect healthy boundaries? Are they able to relate to other individuals in the workplace in a professional manner?
- **Learning:** Is the individual willing to learn from their mistakes? Are they able to seek out training when needed, and how well do they respond to instruction?
- **Self-Awareness:** Does the individual exhibit an awareness of their own abilities and limitations and a desire to improve?
- **Technology Usage:** Does the individual know how to use the technology available to them; do they use it to its full potential in their job?
- **Time Management:** Is the individual able to balance work and other aspects of their life; can they set and meet goals?
- **Time Reporting:** Does the individual consistently report their time on the Virtual Office?
- **Weekly Check-Ins:** Does the individual consistently send the required weekly check-in emails?

## DESIGN+PRODUCTION EVALUATION CRITERIA

- **Attention to Detail:** Is the individual dedicated to quality in their work, even in areas that may not be noticed? (i.e. shortcuts)
- **Adaptability:** Can the individual adapt their creative ideas to the needs of the project?
- **Originality:** Does the individual have a distinctive quality to their work?
- **Responsible Style:** Can the individual respect good design practice, such as the three-color rule, and balance it with their creativity?
- **Technological Proficiency:** Is the individual capable of using technology to their advantage as an artist?