

Performance Review Form

Plant Professional - Vanessa Silvas

v 5.17.2021

Employee Name: Vanessa Fawn Silvas Date: 4/25/22

Innovation / Flexibility: (Creativity, an openness to alternative solutions, and the ability to adapt to rapidly changing situations.) Employee Comments: Although there are some points that fall under Exceeds Expectations, I believe there are some areas that I have not experienced yet in my short time at ISS. I do feel that, when those occasions arise (i.e. anticipating potential problems on a larger scale, job pressures, etc.), I am likely to exceed expectations.	Exceeds Expectations Meets Expectations X Development Below Expectations
Innovation / Flexibility: (Creativity, an openness to alternative solutions, and the ability to adapt to rapidly changing situations.) Supervisor Comments: Vanessa has demonstrated great flexibility when learning how things work here at Inter-State. Adaptation to new norms seems to be second nature for her.	Exceeds Expectations Meets Expectations Development Below Expectations
Decision Making / Judgment / Problem Solving: (Financial considerations and budget, use of staff and outside resources, technology and systematic thought processes) Employee Comments: I feel that my skills in this area are still in developmental stages as I have been reliant on guidance for certain aspects of Product Definitions development. When a more set foundational structure is established, I do believe I am likely to meet and/or exceed expectations.	Exceeds Expectations Meets Expectations Development X Below Expectations
Decision Making / Judgment / Problem Solving: (Financial considerations and budget, use of staff and outside resources, technology and systematic thought processes) Supervisor Comments: Once Vanessa is settled into her role and recognizes her agency here at Inter-State, decisions will come more naturally with less uncertainty.	Exceeds Expectations Meets Expectations Development Below Expectations
Productivity In Terms of Quality: (Quality, safety, and the impact to budget within the context of productivity.) Employee Comments: As above, I believe I am still in developmental stages as it pertains to the definitions of Quality on this review form. Although revisions and corrections are expected with documentation development, I foresee a decline in the need for revision/correction as discovery becomes less of a necessity.	Exceeds Expectations Meets Expectations Development X Below Expectations
Productivity In Terms of Quality: (Quality, safety, and the impact to budget within the context of productivity.) Supervisor Comments: Vanessa has generated high-quality and high-value documentation despite very loose, moving targets. The team will benefit greatly from her efforts in product definition and I have no doubt she will rise to the challenge if the target changes again.	Exceeds Expectations Meets Expectations Development Below Expectations

Productivity In Terms of Quantity: (Quantity, safety, and the impact to budget within the context of productivity.) Employee Comments: I feel my skills teeter between Meets Expectations and Development. As with my above responses, I believe this will improve as we begin to establish schedules, foundational structures, faced with obstacles, etc.	Exceeds Expectations Meets Expectations X Development Below Expectations
Productivity In Terms of Quantity: (Quantity, safety, and the impact to budget within the context of productivity.) Supervisor Comments: What I expected to be a year-long effort may be completed in a much shorter time. I feel like we may already be half way there and each new definition goes faster than the last.	Exceeds Expectations Meets Expectations Development Below Expectations
Job Knowledge: (Understanding of processes and appropriate use of company systems, technology, and resources in accomplishing their responsibilities.) Employee Comments: I believe I take initiative to learn, adapt to changes, and handle problems adequately at this time. I do feel that I am on a track to becoming a recognized expert in the near future and checking most, if not all, boxes stated in the Exceeds Expectations section.	Exceeds Expectations Meets Expectations X Development Below Expectations
Job Knowledge: (Understanding of processes and appropriate use of company systems, technology, and resources in accomplishing their responsibilities.) Supervisor Comments: It's uncommon to see a new employee acclimate to the workplace as quickly as Vanessa has to Inter-State. This speaks to her experience and the knowledge she brings to this new position. I'm excited to see her use that experience to build the revision processes.	Exceeds Expectations Meets Expectations Development Below Expectations
Teamwork / Team Building: (Quality of teamwork within their team and the quality of their team's relationships with other teams and individuals.) Employee Comments: Although I don't lead a team, I don't believe Development adequately describes my efforts which is why I chose Meets Expectations for this section. I believe I make every effort to lead meetings in a positive and productive way.	Exceeds Expectations Meets Expectations X Development Below Expectations
Teamwork / Team Building: (Quality of teamwork within their team and the quality of their team's relationships with other teams and individuals.) Supervisor Comments: Vanessa is a valuable team member and is spoken highly of by all with whom she interacts. I'd like to give Vanessa the opportunity to lead a team once product definitions are wrapping up.	Exceeds Expectations Meets Expectations Development Below Expectations
Transparency / Communication: (Clarity, effectiveness, timeliness and completeness of communications when working with peers, subordinates, and supervisors.) Employee Comments: As my position relies heavily on communication/feedback, listening/working closely with others, discussing problems, etc., I believe I meet	Exceeds Expectations Meets Expectations X Development

expectations now and will grow to exceed expectations. (It's best to leave room for improvement, in my opinion.)	Below Expectations
Transparency / Communication: (Clarity, effectiveness, timeliness and completeness of communications when working with peers, subordinates, and supervisors.) Supervisor Comments: It's no surprise that a writer has good communication skills but I feel Vanessa is particularly good at managing this project from this perspective, especially considering her limited in-office time.	Exceeds Expectations Meets Expectations Development Below Expectations
Effort / Initiative / Ambition: (Willingness to assist others, offer suggestions, volunteer assistance, and own problems all of the way through resolution.) Employee Comments: Again, I chose Meets Expectations here as I believe there is always room for improvement.	Exceeds Expectations Meets Expectations X Development Below Expectations
Effort / Initiative / Ambition: (Willingness to assist others, offer suggestions, volunteer assistance, and own problems all of the way through resolution.) Supervisor Comments: Vanessa is focused on the product definition task and is usually soliciting assistance rather than offering it at this time. I have no doubt that as she becomes more knowledgeable, she will be a resource and offer her knowledge freely.	Exceeds Expectations Meets Expectations Development Below Expectations
Attitude: (Perseverance, cooperation, dependability, and reliability) Employee Comments: I believe I am on track to Exceed Expectations as I further settle in and work consistently with others.	Exceeds Expectations Meets Expectations X Development Below Expectations
Attitude: (Perseverance, cooperation, dependability, and reliability) Supervisor Comments: I find Vanessa's attitude to be very good. She maintains her attendance and attention very well and I can depend on her to meet most target dates.	Exceeds Expectations Meets Expectations Development Below Expectations
Special Assignment (Optional): Employee Comments: I didn't provide a rating here, but I would like to state that I am always willing and eager to assist in any way possible.	Exceeds Expectations Meets Expectations Development Below Expectations
Special Assignment (Optional): Supervisor Comments: Vanessa has not been assigned any special assignments as of this time.	Exceeds Expectations Meets Expectations

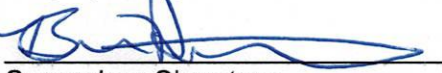
	Development Below Expectations
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Employee Signature

6/28/2022

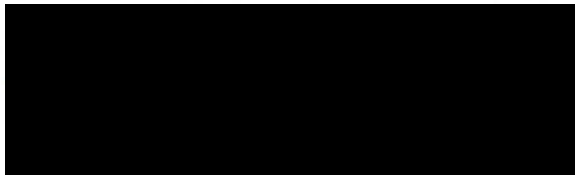
Date



Supervisor Signature

6/28/2022

Date



Self-Assessment

What were significant accomplishments this year?

- Gaining a deeper understanding of ISS products and locating beneficial information on Google Drive.
- The initial release of the ISS Glossary!
- Getting better at learning everyone's face and name (some assistance/cheating required) along with sharing new information across departmental teams.

In your opinion, what are your strengths in performing your job duties?

- I believe a positive attitude is one of the greatest strengths, especially in the world of documentation. As I rely on information that lives in the minds of Subject Matter Experts, my positive attitude and established intentions for including information that benefits each department have been appreciated on a regular basis.
- I also feel that my multitasking skills and ability to quickly switch from project to project are strong (another must have).

What are your performance improvement opportunities?

There are several areas in which I feel I have an opportunity to improve my performance. Many of these areas require more time/experience and establish overall expectations as it pertains to including information for various products/sections.

What would help you improve your performance?

Establishing an overall consistent base template to work through or add to when documenting products further. This takes time though.

What do you need from your manager/supervisor to perform your work more effectively?

Any additional information you feel I may need or visions you have for moving forward/improving.

What interest do you have in future advancement opportunities and/or career opportunities with the Company?

The sky's the limit. I intend to learn every aspect of the company so I may become an expert (in terms of personal knowledge and/or locating information).

What issues, if any, would you like to discuss with your manager/supervisor?

The only issues I have are in anticipation of the kinks we have/will run into while establishing processes, publication of documentation, etc. and the fact that I wish they were solved already.

Other comments:

I am always open to suggestions and assisting in other areas where needed.