

Administrative Office Assistant

Organization: Workday Training (Demo) (Legault, Nicole A  
(605988))

Manager: Legault, Nicole A (605988)

Location: South Street Landing

Evaluated By: Altomari Cavanagh, Stephanie M (314198)

04/01/2021 - 03/31/2022

## Overall Performance Rating

### Manager Overall Evaluation

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Rating:

Comment:

## Performance Assessment

1. Evaluate and discuss the employee's overall job performance. Base your evaluation on the position requirements, achievement of the goals established during the past year, and your assessment of the employee's accomplishments. Give specific examples to clearly support your assessment.

Manager Evaluation

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Response:

2. Provide specific examples of exceptional performance that should be particularly noted.

Manager Evaluation

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Response:

3. Provide specific examples of performance needing more attention or improvement.

Manager Evaluation

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Response:

4. State and discuss the expectations and goals for the upcoming review period. Give examples of how these goals can be met including professional development opportunities.

Manager Evaluation

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Response: