

# TEAGUE - 1996 Performance Management

Review type:  Interim  Annual  3-6 Month

Name: \_\_\_\_\_ Location: Everett  
Job Title: Designer Department: Industrial Design

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

## COMMUNICATION/TEAMWORK

Performance meets expectations when you:

- Effectively communicate with clients and others throughout Teague.
- Present information in a clear and organized way.
- Write reports clearly and concisely.
- Consider and respect others' point of view.
- Seek and listen to input from others and incorporate their ideas appropriately.
- Share knowledge and feedback with others.
- Show initiative and team support by accepting and fulfilling team obligations.

Comments

- EFFECTIVELY KEEPS TEAM MEMBERS & MANAGEMENT AWARE OF HER PROGRESS ON ASSIGNMENTS. EXAMPLE: ERGO. PROCESS DEVELOPMENT
- READILY ACCEPTS CONSTRUCTIVE CRITICISM
- SHARES KNOWLEDGE GENEROUSLY w/ TEAM MEMBERS.
- CONTRIBUTES EFFECTIVELY IN BRAINSTORMING EXERCISES.
- SKILLFUL PRESENTATION TECHNIQUES.

## TECHNICAL SKILLS

Two and three dimensional visual communication skills:

Performance meets expectations when proficiency is demonstrated in:

- Traditional media (sketching, foam-core construction, perspective drawings, etc.)
- Basic usage of several desk top graphics programs.
- Thorough use of CATIA wireframe, surfaces and solids.

Performance exceeds expectations when proficiency is demonstrated in:

- Exceptional use of CATIA, marker sketching, etc.
- Proficient at other media, Alias, Pro-E, etc.

Production definition skills

Performance meets expectations when proficiency is demonstrated in:

- Tooling quality CATIA modeling of less complex forms (surface development).
- Production part definition (detail design).

Performance exceeds expectations when proficiency is demonstrated in some of the following areas:

- Tooling quality clay modeling.
- Tooling quality CATIA modeling.
- Production tool inspection.

General and other skills

Performance meets expectations when proficiency is demonstrated in:

- Basic usage of Word, Excel.
- Basic computer skills, including Macintosh operating system.

Performance exceeds expectations when proficiency is demonstrated in some of the following areas:

- Photography and/or video.
- Graphics production.
- Advanced or unique computer skills, for example UNIX OS.

Comments

- IS FAMILIAR WITH, OR HAS PROFICIENCY IN A NUMBER OF SPECIAL SKILLS; HUMAN FACTORS USABILITY ASSESSMENT & MULTI-MEDIA PRESENTATION ARE EXAMPLES.
- SHE HAS TAKEN SEVERAL CATIA CLASSES. SHE IS NOT INTIMIDATED BY THEM & IS CURRENTLY DEVELOPING THAT SKILL.
- IS FAMILIAR w/ MAC/PC SYSTEMS & SEVERAL SOFTWARE PACKAGES.
- \* - NEEDS TO IMPROVE HER MANUAL DRAWING SKILLS. THE ABILITY TO QUICKLY & ACCURATELY DELINEATE FORM IS A VALUABLE CONCEPTUAL TOOL. THERE ARE MANY DESIGNERS ON STAFF w/ EXPERT DRAWING SKILLS UNLIKE THE MAJORITY WHOSE

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### PROFESSIONAL STANDARDS - Company Wide Performance Factor

Performance meets expectations when you:

- Provide your customer with products and services that consistently meet or exceed their needs and expectations.
- Take personal responsibility for your decisions and actions which affect the quality of your work and the fate of your career.
- Treat others with fairness, trust and respect.

Comments

- TAKES ON NEW ASSIGNMENTS & CHALLENGES WITH ENTHUSIASM

### DESIGN PROCESS

Performance meets expectations when:

- Initiative is taken to gather, verify and analyze appropriate data/information.
- Key issues/problems are identified and considered in development.
- A wide variety of creative concepts are generated within project parameters.
- Design solutions are efficient, producible and within project parameters.
- Visual communication skills are proficient, accurate and used effectively to present design solutions.
- Design solutions incorporate appropriate use of aesthetic style, design sensitivity and technical expertise.
- Appropriate steps are taken to follow through the approved design to a quality conclusion.

Comments

- APPEARS TO BE THOROUGH, ORGANIZED, & ANALYTICAL IN HER METHODOLOGIES

- VERY DETERMINED AT RESEARCHING INFO (AN EFFECTIVE SHOPPER).  
→

### PROJECT COORDINATION/MANAGEMENT

Performance meets expectations when:

- Your design project is defined, organized and completed within the time frame and technical parameters allowed.
- Appropriate design tools are used to ensure the most professional and comprehensive solution to the assignment.
- You anticipate changes/problems, analyze them and take appropriate action to prevent or correct them.
- Initiative is taken to keep team members and management informed about your project progress and status.
- Your project is documented thoroughly and in an organized format.

Comments

- THE ERGO. PROCESS DEVELOPMENT PROJECT DEMONSTRATES THAT SHE IS COMPETENT AT ORGANIZING A COMPLEX TASK IN AN OBJECTIVE MANNER.

- REF. TO OTHER NOTES.

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## TECHNICAL KNOWLEDGE

Knowledge - visual design, part design, design process, product specifics:

Performance meets expectations when comprehensive knowledge of the following subjects is demonstrated:

- Elements of visual design which include the use of color, form, style, proportion and composition.
- Surface development.
- Materials and manufacturing process.
- Basic understanding of mechanics of part design and basic mechanisms.
- Basics of human factors application.
- Problem solving and process improvement techniques.
- Basic computer and digital media theory (i.e. file size).
- Aircraft interiors and specific aircraft model requirements.

Performance exceeds expectations when comprehension of the following subjects is demonstrated:

- Advanced knowledge of any of the above areas.
- Knowledge of specialty areas, for example:
  - Lighting design
  - Color theory, digital representation and production

Comments

- EXTENSIVE ERGONOMIC BACKGROUND. ABLE TO EFFECTIVELY ANALYZE ISSUES & ACCESS RESOURCES.

## ANNUAL REVIEW COMMENTS

Additional Supervisor Comments:

- DEMONSTRATES INTELLIGENCE & THE ABILITY TO LEARN NEW SKILLS & CONCEPTS, QUICKLY.

Employee Comments:

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Name: HEMILEIN GERBERTH Location: EVERETT

Job Title: \_\_\_\_\_ Department: ID

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

**FEEDBACK SHEET (OPTIONAL) - 1996**

Manager distributes Employee Feedback Sheets to internal and external customers, and gathers additional input for consideration when preparing the Annual Review.

~~FROM THE 777-200X LOWER LOBE PROJECT:~~

Please provide constructive job related feedback on the following:

In what areas is he or she effective?

- Developed and presented a Survey and Usability Testing proposal for the lower lobe passenger sleeping study work-up.
- Gained customer (Boeing) confidence and concept acceptance for future application.
- Good presentation skills

What area(s) could be improved?

MIKE RITS 3-18-97

**TEAGUE - 1996 Performance Management**

Review type:  Interim  Annual  3-6 Month

Name: Wendelin Geberth Location: Everett  
Job Title: Senior Designer Department: Industrial Design

Date Hired: 10-7-96

**3-6 MONTH REVIEW - 1996**

Objective: Summarize progress, work through problem areas,

- \_\_\_ Manager and employee meet to:
  - \_\_\_ Review and summarize performance
  - \_\_\_ Review progress to date on Development/Training Action Plan and update as required.
  - \_\_\_ Identify necessary support, potential roadblocks, and resolution
  - \_\_\_ Note opportunities for improvement

*I have seen this review and discussed it with my supervisor*

*Wendelin Geberth* *Ejener* *3/20/97*  
Employee Supervisor Next Level Supervisor