

	<i>[Arrives on time or calls if going to be late: ]</i>	<i>[Is efficient and makes good use of time: ]</i>	<i>[Uses the phone, socializes, and takes breaks at appropriate times:]</i>	<i>[Aware of safety on the job: ]</i>
	4	5	5	4
	4	4	5	
	5	5	5	
	4	4	5	
	5	5	5	5
	5	5	5	
	4	4	5	5
	5	4	5	5
	5	5	5	5
	4	5	5	
	4	5	5	5
	5	5	5	
	5	5	5	5
<b>Valerie. This is my self-review</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>
<b>Overall Mean by question</b>	<b>4.54</b>	<b>4.69</b>	<b>5</b>	<b>4.86</b>

<i>[Leaves volunteer-inhabited areas clean and ready for next shift:]</i>	<i>[Actively participates in meetings:]</i>	<i>[Is a reliable member of standing committee:]</i>	<i>[Puts the interests of Free Geek before personal interests</i>	<i>[Makes volunteers and donors feel welcome, actively reaches out:]</i>	<i>[Actively involves volunteers in appropriate projects:]</i>	<i>[Courteous and friendly:]</i>
		5	5	5	4	4
5	4			5	4	4
	5	5	5	5	5	5
5	5	5	5	5	5	4
5	5	5	5	5	5	5
4	5	5	5	5		4
5	4	4	4	5	4	4
5	5	5	5	5	5	4
	5	5	5	5	5	5
5	4	5	5	5	4	5
5	5	5	5	5	5	5
	5	5	5	5		4
	5			5	4	4
5	5	5	5	5	5	5
<b>4.88</b>	<b>4.77</b>	<b>4.91</b>	<b>5</b>	<b>4.55</b>	<b>4.55</b>	<b>4.38</b>

<i>[Listens to volunteers/donors and tries to meet their needs:]</i>	<i>[Communicates effectively concerning needs of his/her area:]</i>	<i>[Accurately assesses abilities and constraints with commitments:]</i>	<i>[Follows through with commitments:]</i>	<i>[Gives and receives constructive criticism:]</i>	<i>[Communicates directly to solve conflict:]</i>	<i>[Appropriately uses the standard tools to do her/his job:]</i>
5	4	4	4	4	4	5
5	4	4	4	5	4	3
5	4	4	4	5	4	
4	5	4	4	4	5	5
5	5	5	5	5	5	5
	5	4	4	5	5	5
4	3	4	4	5	4	3
4	5	3	3	4	5	5
5	3	4	4	4	4	4
4	4	5	5	5	5	4
5	5	5	5	5	5	4
4	4	5	5	5	4	4
4	4	5	5	5	5	4
5	5	4	5	4	4	5
<b>4.5</b>	<b>4.23</b>	<b>4.31</b>	<b>4.69</b>	<b>4.54</b>	<b>4.25</b>	<b>4.77</b>

<i>[Offers a safe space to communicate if issues arise:]</i>	<i>[How well has the reviewee integrated into the whole of FG?]</i>	<i>[How do you rate the reviewee's overall performance:]</i>	<i>[How well has FG done at supporting the reviewee to do his/her core job duties?]</i>	<b>Overall Mean by individual</b>
5	5	5		<b>4.6</b>
4	4	4	5	<b>4.25</b>
	5	5	4	<b>4.78</b>
5	5	5	3	<b>4.62</b>
5	4	5	4	<b>4.91</b>
5	5	5	3	<b>4.72</b>
4	4	4	5	<b>4.18</b>
5	5	5	5	<b>4.68</b>
5	5	5	4	<b>4.67</b>
4	4	4	4	<b>4.48</b>
5	5	5	3	<b>4.82</b>
5	3	4	4	<b>4.44</b>
5	5	5	5	<b>4.7</b>
<b>5</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>4.68</b>
<b>4.75</b>	<b>4.54</b>	<b>4.69</b>	<b>4.08</b>	









## Open Ended Questions

*What other areas of FG might the reviewee be able to contribute to, presuming the reviewee has time?*

any non-technical (tech support or build) activities such as volunteer coord.

I think Valerie's plate is already very full.

I think that Valerie has enough on her plate right now!

Recycling is fun, come and hang out some time. We'll show you how to break stuff, or tetris monitors(which can also be fun if your back allows). Other than that, Valerie's plate seems full.

Valerie seems quite competent and could take on stuff in many areas, but I doubt she has the time.

*Please list any positive feedback you have for the reviewee*

Valerie is one of our most positive collective members. She is always willing to listen and help other, but will assertively convey a need to respond later. i.e. efficiently use her time in helping others.

Valerie has been a valuable addition to Free Geek. She has a good mix of organizational and people skills for her job. I have worked with her on some small projects and it has been a pleasure! Valerie has done a great job with our NPA's and volunteer interns.

Valerie's contributions in staff meetings and over e-mail are extremely valuable. I am so happy that she is here at Free Geek! We need her perspective. She has also already made big improvements to the front desk, and is always looking for ways to tweak process for the better. Yeah!

I LOVE working with Valerie!! She is working so hard on being the best person she can be, be i communicating with other people, doing her job the best way possible, or always trying to improve what and how she does it. She is not afraid to raise concerns, actively tries to resolve conflicts, is super supportive of her volunteer interns, SMS staff and other coworkers. It's great sharing an office with her, because otherwise I would not know most of these things, since we don't work together that close. I aspire to be like Valerie!

Valerie doesn't seem to be afraid to barge in and learn whatever needs to be done. Bravo!

## Open Ended Questions

Good job being proactive about isolating yourself against interruption when you have to bang through a bunch of work. I mention this because being interrupted really seems to bother you, and I'm glad you've done things to prevent that from happening (as much as is possible at FG)

Val is accountable to her areas/responsibilities and to the organization. She gets stuff done, even if sometimes it takes a little longer than she anticipated. The office/back-end seems to be running rather smoothly, especially payroll. I admire Val's persistence and diligence with volunteer interns, and I believe that this is a HUGE help to the organization. Additionally, Val maintains a good balance of level-headed and practical with passion and idealism.

None! Val's plate is mighty full.

Valerie is constantly on the go, and always seems to be working on something to make the Front Desk area that much better. I appreciate her honesty and directness. She also is great with volunteers and volunteer appreciation and her work with Inreach has been excellent. Valerie is always on top of things that everyone else has forgotten about. She also has taken concrete steps to more constructively vent her frustration since the last review -attending a communication training outside of Free Geek of her own volition and being cognizant of how she comes off in conversation.

Right now I don't think Valerie does have the time, I think we need to work with her to fix that.

Valerie kicks butt and is good at what she does. She took comments from her 3-month check-in review very seriously and has made obvious strides both personally and professionally. Valerie is, no doubt, a very hard worker.

Can't see her working in too much more time, but I could see Valerie moving into an area like hardware grants

## Open Ended Questions

Valerie has been doing an amazing job. I had doubts that Valerie's job could be handled by one person. Valerie has shown that it can, but I think that Free Geek does need to support her more so that she does not burn out. We want to make sure that it is a job that one person can do and not run away screaming after one year. Valerie has made the front desk a well running machine and has incorporated volunteer interns in a very impressive manner. She is great in her committees and she seems to really have Free Geek's best interests in mind when making decisions.

She is busy enough! Leave Val alone!!!

She is dynamic and dedicated worker. She takes commitments seriously and has a great ability to work to her full potential, sometimes beyond it (but she'll tell you when she's maxxed out or needs something).

Seems like she's found a solid niche, so I can't think of any other areas she should take on at this time.

Valerie seems well-organized and has had successes with volunteers she's trained/placed at the front desk. It seems like the area is running smoothly.

I can't think of any at the moment.

## Open Ended Questions

1. I have worked diligently toward the goals set 3 months ago: (a) Get the front desk to a position where it can run smoothly with 3 interns and 1 NPA. = QUASHED and MORPHED because I need more than 1 staff person at the desk during certain hours of the day.

(i) physical tools are easy to find (the space is clean & well-organized and is KEPT that way!) = I think the space is way more organized and well kept than what it was in February and March. The bag check cards are much easier to use now that we've moved away from binder clips and are using velcro! (ii) policies are well-understood and interns + NPAs are clear on when to call for a staff member = The non-collective staff and interns have been very good about finding me or the ombudsman when they need help (iii) daily tasks are being completed every day: the morning and afternoon shifts are using their checklists and working well together = I've had to remind some people about using the checklists. When I remind and check in, the tasks are getting done. The checklists require more supervision than I had anticipated (b) interns feel appreciated and well supported = am I the appropriate person to measure this? (c) volunteers feel welcomed and can have their questions answered = am I the appropriate person to measure this? (d) Develop an NPA training guide that would augment the new NPA baptism-by-fire experience = our NPA training can still use some work and attention (e) Create and implement new bag check procedure = DONE (f) Develop and lead an hourlong assertiveness training geared towards dealing effectively with sexual harassment = DONE. The training will be held on 08/28 Personal goals: \* Work on constructive ways to vent frustrations = I have been working with a coach re: communications issues and I think I have gotten better about approaching other staff and talking with them in a calm and open manner when needed. \*There is, however, one staff member I feel uncomfortable

## Open Ended Questions

*Please list any constructive criticism you have for the reviewee concerning his/her job performance:*

*Any suggestions for goals or professional objectives this person could work on for their next review?*

more involvement in helping the front desk folks. This could be as simple as having one person who knows everything (such as Tammy) personally on duty all the time.

none at this time, I would like to see Valerie stay in her current position for at least 3 to 6 more months.

I'm concerned that Valerie has too much on her plate right now. I want Valerie to be around for a long long time, but I'm seeing some signs that she's overloaded.

Maybe a plan to keep her load to a manageable level.

To help deal with the constant interruptions from front desk folks, I recommend that Valerie try to carve out periods of time with the rule "do not interrupt Valerie for ANY reason." Maybe that would help...

Monitor tetriss.

We should figure out how much office time is needed (in total) and find out if we can get volunteer interns to do some of it, or if we need additional staff hours. Valerie could help with this.

(see constructive criticism)

## Open Ended Questions

Please remember to voice requests in active voice without nos and nots. For [an actual, trivial] example rather than saying, "this paper folder has no home" skip right to "can you sell this for me?" I also recommend really focusing on body language as you easily convey frustration with your eyes and hands. -Luiz

Even though an individual may drive you nuts, remember to focus on the issue at hand rather than the individual him/herself.

Find a way to train at least one other staff member (Collective, NPA, nother, etc.) to be a Front Desk point person. This way you can get other stuff done (i.e. admin work) and don't have to devote a whole bunch of extra time to doing it because the Front Desk can't find staples.

There was one criticism at her 3-month review that Valerie sometimes comes off as angry, but I think she is over-worked, which is stressful for anyone. I would like to see Free Geek work with Valerie to provide her with the staff support she needs to be able to fully use her admin time. I sense some defensiveness around the goings-on at the Front Desk and I hope Valerie does not take constructive criticism about the area personally.

Valerie has worked hard on friendly and direct communication with volunteers and other coworkers and I want to make sure this work of maintain good boundaries while also being friendly and reasonable to the people around her.

Work with the staff collective on figuring out ways to lighten your load at the FD.

I think Valerie is on her way to completing many of her 3-month goals, but i think she should keep working on goals that aren't completed, as well as 1 or 2 new professional goals.

## Open Ended Questions

Keep letting staff know what you need from us. The front desk has moved forward by leaps and bounds but we want to make sure that we nor not exacting to great a price from your sanity.

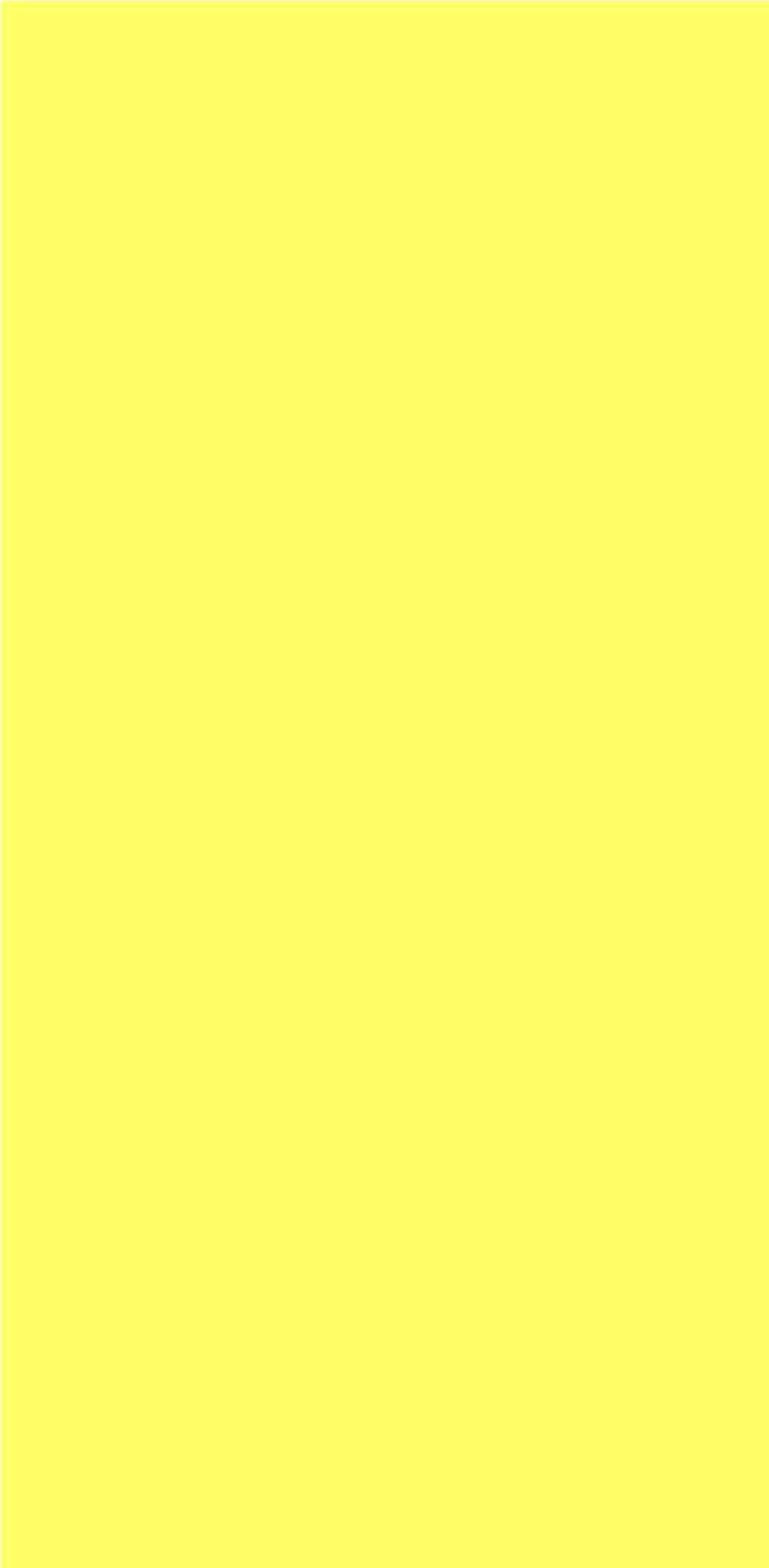
I think Valerie needs to continue working on finding a tone and communication style that is more in line with Free Geek's structure and principles. She clearly has a "get it done" approach, and this fits with her particular job, but at times it feels she has a hard time managing her tone to reflect the fact she is addressing peers. I see her get frustrated with the process, maybe a matter of getting adjusted to a new way of running things?

I don't know if it's a result of dissatisfaction or a part of her personality, but I've gotten the impression in the past that Valerie can be fairly inflexible when it comes to decisions involving policy or differing opinions when it comes to dealing with volunteers and other staff members. I also get the impression that these particular interactions result in no small amount of workplace frustration for her. If she agrees this is the case, it might be good to develop a strategy for identifying the instigating stressors and working out a system that allows her to clarify and express her opinions while remaining receptive to what others have to say.

Embrace the "Drafts" folder. It's awesome. I think there's a tendency to speak down to coworkers in a way I don't think you may be aware you are doing. Maybe a goal to keep communications on the level of equals? Something like that. Address the sources of frustrations before they come out in unexpected ways (?)

None.

## Open Ended Questions



## Open Ended Questions

*Any additional comments for the reviewee?*

*Any questions for or about the reviewee?*

Valerie has become a welcome balance for our collective members and has the good of FG and all other collective members at the forerfont, which helps everyone.

do you feel that the collective, as a whole, has helped pull you into the main stream of FG operations? i.e. did you get enough support to perform your job effectively? Explain

It has been great having Valerie at Free Geek. I love working with you Valerie! -Darryl

Thank you for being here, Valerie! Free Geek is a better place with you a part of it!

Do you feel supported enough in regards to staffing issues at the front desk?

I aspire be like Valerie! Liane

Can anything on your workload be done by an SMS interns, or volunteer intern? Will you teach me how to make good noise with drums?

I like the giggle. RfS

## Open Ended Questions

One of your references said that we would be lucky to have you on board, and now I totally understand what they meant. You are doing a phenomenal job! ~Ali

What projects will you focus on in the next 3 - 6 months? Do you have any longer-term plans for the Front Desk or office/back-end? How do you feel your committee participation is going, particularly with Inreach (where you are kind of a lead person)? How can the organization better support you, your areas, and your projects?

I am glad that the sexual harassment training is happening soon - thank you!

Thanks for all your hard work and attention to detail!

How do you feel about working at Free Geek and the changes you have enacted at the Front Desk and elsewhere?

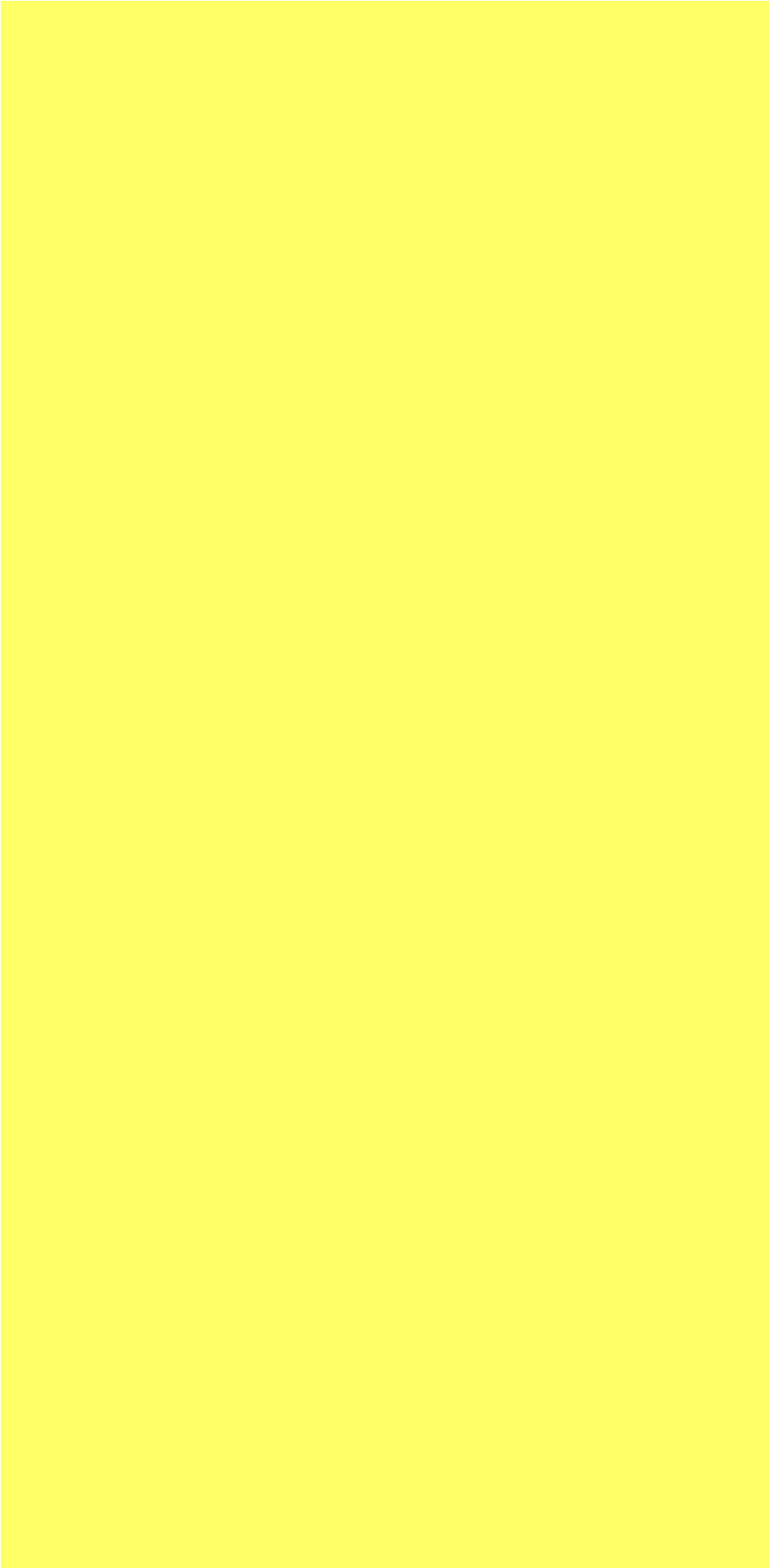
## Open Ended Questions

Hoorah!

None.

None.

## Open Ended Questions



Open Ended Questions

*Reservations?*

*Comments*

no

Valeria has more than demonstrated her value to collective.

no

I'm fully in favor of Valerie being in the Collective.

no

no

no

## Open Ended Questions

no

no

Val is awesome, bring her on!

no

Valerie meets all collective-level expectations and then some. She is great to work with on committees, great with volunteers and takes care of so many detailed, important things (insurance, beancounting); she is a huge asset to the collective.

no

## Open Ended Questions

no

maybe

I feel most of my concerns have been met, but I'm curious to hear from others who work more directly with her.

no

No reservations.

## Open Ended Questions

