

OVERALL SUMMARY OF PERFORMANCE: describe this individual's overall performance, including achievements of goals / objectives, basic position accountabilities, and behavioral dimensions required for success in the current position.

Mary is flexible, reliable and efficiency oriented. She keeps the project team apprised of documentation schedules and requirements, and always delivers quality documentation. Mary maintains strong interdepartmental relationships which allow her to efficiently acquire meaningful technical information for her documents. She is an important contributor to the Technical Publications effort, and a significant asset to the Engineering organization.

STRENGTHS: what strengths should this individual continue to display?

ACTIONS FOR ENHANCING PERFORMANCE: summary of areas to be improved, result expected, and specific plans for achieving this development.

EMPLOYEE'S COMMENTS:

Employee Review

I have reviewed this Performance Summary and discussed the contents with my manager. My signature indicates that I have been advised of my performance and does not necessarily imply that I agree with the review or the overall assessment.

Manager's Name: Chuck Cech

8/1/03 C.Cech
Date & Signature :

Mary Ellis
Employee's Name: Mary Ellis

8-1-3
Date & Signature :



March 21, 1994

Ladies and Gentlemen:

I am pleased to write this letter of reference for Mary Ellis. Ms. Ellis worked as a senior level technical writer in the marketing department at Discovery Products, Inc. Discovery Products develops and markets multimedia text-video synchronization and full-text search and retrieval software products for DOS, Windows and Macintosh. As head of the marketing department, I directly supervised her work in the creation of software documentation and marketing materials. Neither of us are with the company now because the parent company moved it to Illinois.

I am impressed with the quality and quantity of Ms. Ellis' work. She is a team player who is able to work independently when the situation requires. Ms. Ellis exhibits the flexibility required to work effectively in a small start-up company. For instance, when we needed a new ad and additional collateral materials for a major trade show under severe deadline pressure, without dropping a beat, she coordinated her documentation writing with the successful completion of these extra projects.

Ms. Ellis is a self-starter who showed initiative in the following ways:

- ◆ Learned software products quickly in order to be able to write about them.
- ◆ Worked with the product manager and QA manager to create document flow procedures for software documentation that greatly increased the speed and efficiency of reaching the final version.
- ◆ Without prior experience as an indexer, determined how to create indices for two existing products and carried this project through in a matter of days.

I recommend Ms. Ellis without qualification. Please call me with any further questions at 510.833.7696.

Sincerely,


Glenda Leatherman, Esq.
former Director of Marketing

April 16, 1995

To Whom It May Concern:

It is my great pleasure to give my highest personal recommendation to Mary Ellis. Mary worked for me as a contract technical writer for about a year, and she did an outstanding job. During her time in our department, Mary completed a remarkable volume of work, beginning by assisting two other writers on a large manual set and quickly proving herself capable of handling multiple independent and cooperative assignments simultaneously.

Besides achieving a very high level of productivity, Mary also demonstrated an ability to learn our hardware and software products very quickly and to work closely with product designers to complete the manuals in a timely manner within some tight deadlines. Mary was a wonderful addition to every team of writers and designers that she worked with, and she even got along very well with people who are known to be difficult to handle. As a member of the writing and design teams, Mary often contributed very practical and creative suggestions, demonstrating wisdom gained from experience.

Mary writes and illustrates very well and is familiar with a wide variety of page layout and graphics programs. Her versatility enabled her to work on projects being completed in PageMaker and FrameMaker and to perform equally well with both.

In short, if I had the opportunity, I would hire Mary as a permanent staff member immediately. I strongly recommend Mary to anyone who needs a top-notch technical writer.

Sincerely,

A handwritten signature in cursive script that reads "Chuck Petch".

Chuck Petch
Technical Writing Manager