

Type or Print Each Section

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|---|----------------------------|--|
| Name (Last, First) Myers, Jessica | | |
| Position Title Senior Analytics Administrator | | Business Unit Operations Development |
| Reviewed By Parnell, Jess | | Date of Review March 14, 2022 |
| Review Period Yearly 2021 | From March, 2021 | To February, 2022 |

Assign a rating for each goal/performance indicator and enter comments as appropriate in the space provided or in the "Comments" section at the end of this document. **For any item rated as "Exceptional" or "Unsatisfactory," you must include comments specifying the justification for the rating.**

| Performance Goals and/or Job Responsibilities | Actual Results and Comments | Ratings |
|--|---|---|
| Identify 2-4 goals and/or primary job responsibilities. | Evaluate results against mutually established performance goals and job responsibilities. | Select one rating for each goal or job responsibility. |
| Perform public speaking event | | <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory |
| Provide Quarterly Splunk Training at SecOps Cross Training meetings on Fridays | | <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory |
| Develop new CleanINTERNET presentation live report based within Splunk | | <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory |
| Pass the Splunk Certified Advanced Power User | | <input type="checkbox"/> Exceptional <input type="checkbox"/> Strong <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory |

Decision Making

Able to analyze fully and accurately and reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible.

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|---|---------------------------------|---------------------------------------|--|---|
| <input checked="" type="checkbox"/> Exceptional | <input type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
|---|---------------------------------|---------------------------------------|--|---|

Effective Communications

Able to express ideas in a clear, concise, and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated.

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|--------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
|--------------------------------------|--|---------------------------------------|--|---|

Interpersonal Relationships

Builds and maintains effective working relationships with others — both internal and outside the organization. Takes a positive and productive approach to resolving any conflicts that may arise. Exemplifies commitment to the core value of respect — treating everyone with fairness, compassion, and dignity.

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|--------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
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Job Knowledge

Demonstrates the professional, administrative, supervisory, and/or technical knowledge required to perform the job successfully. Continually strives to further improve job knowledge. Serves as a reliable resource for other employees regarding areas of expertise.

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|--------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
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Producing Results

Assignments/projects are consistently completed in a timely manner with the desired level of quality and quantity. Follows up on the outcome of work efforts to ensure desired results.

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|---|---------------------------------|---------------------------------------|--|---|
| <input checked="" type="checkbox"/> Exceptional | <input type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
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Serving Excellence

Makes excellent customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately.

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| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
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Honesty & Integrity

Adheres to the highest ethical and professional standards of conduct. Exemplifies commitment to the core values of integrity, excellence, and accountability.

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| <input checked="" type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable |
|--|---------------------------------------|

Leadership

Ability to work with a group to set its objectives and agenda, generate allegiance to those objectives, and guide and motivate their achievement. Articulates the end results needed and allows people to exercise initiative and discretion without micromanaging. Enforces standards/rules fairly and consistently and leads with courage.

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|--------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
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Staff & Career Development

Addresses learning, training, and career development needs of individuals, teams, or organization. Works with employees to establish job and career development goals. Provides accurate, timely feedback including annual performance evaluation.

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| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input checked="" type="checkbox"/> N/A |
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Overall Rating

In considering your ratings of individual performance indicators and the employee's accomplishments relative to job expectations over the entire review period, how well is he or she performing?

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|---|---|---|---|--|
| <input type="checkbox"/> Exceptional | <input checked="" type="checkbox"/> Strong | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Unsatisfactory |
| Outstanding performance that considerably and consistently exceeds expectations. | Good, solid performance that fully meets expectations and may, on occasion exceed expectations in this area. | Performance meets standard requirements or expectations of the position. | May partially meet performance expectations but needs improvement. Steps to improve performance must be clearly detailed in the below "Action Plan" section. | Performance is well below an acceptable level. A formal "Performance Improvement Plan" must be developed. |

Comments on Ratings

Jessica has excelled at becoming our go to source for all things Splunk. Not only does she project an infectious can-do attitude amongst co-workers, but her positive attitude even in the face of continuous changes by "good idea fairies" is remarkable. Centripetal has truly benefited from Jessica's demeanor and arduous work.


Employee Comments


It's been a great year (and a half at this point!), and I am looking forward to continuing to work with such a great team and to achieve my performance goals before the next yearly review.

Continue to final page for signatures.

Signatures

Signing this document indicates you have had the opportunity to review it. Your signature does not necessarily indicate that you agree with the ratings you have been given. If you choose to do so, you have the opportunity to write and attached a response to this review.

| | | |
|--------------------------------|---|----------------------|
| Employee Name Jessica Myers | Signature  <small>Jessica Myers (Apr 29, 2022 12:14 EDT)</small> | Date Apr 29, 2022 |
|--------------------------------|---|----------------------|

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|-------------------------------|--|----------------------|
| Reviewer Name Jess Parnell | Signature  <small>Jess Parnell (Apr 29, 2022 13:02 EDT)</small> | Date Apr 29, 2022 |
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| Reviewer's Supervisor Jonathan Rogers | Signature | Date |
|--|-----------|------|

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| HR Representative Paul Barkworth | Signature | Date |
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Myers, Jessica- Annual Performance Review 2021

Final Audit Report

2022-04-29

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