

Innovative Professional Solutions

Mines Team

Employee Periodic Performance Evaluation

Employee Name (Last, First, MI) Carey, Jesse, A	Employee Number 297	Work Location (City, State) Panama City, Florida
Current Job Title: Operations Analyst II	APPRAISAL PERIOD	
	FROM: Jan 1 2023	To: Sept 30 2023

Judgment and Resourcefulness - Evaluate the employee's ability and performance to think through a problem and to reach decisions quickly and accurately when necessary. Consider ability and performance in helping to solve major problems as a team member, and in making valued suggestions to simplify or modify work processes and assignments.

Comments:

Jesse consistently demonstrates the ability to think critically and make sound decisions. Time and time again, he has proven to approach problems logically, considering all available information, and weighing the pros and cons before reaching conclusions. This approach has enabled him to make accurate and timely decisions in various work situations. For example, during Quickstrike Extended Range MK 64 MOD 5 test events, Jesse independently prepared six MK 64 MOD 5 weapons main warheads for B-52 Captive Carriage, Loading Adapter User Test, and the Operational Demonstration 4 weapon mine components transportation. Despite spending much of his time on-site ensuring IPS's support was always present, Jesse still carried out his normal duties as warehouse custodian, meticulously managing the inventory of all ordnance materials.

Mr. Carey regularly contributes to team problem-solving. He is always ready to offer suggestions and insights that simplify complex issues and help the team reach practical solutions. Jesse's performance in terms of critical thinking and resourcefulness reflects his commitment to contributing positively to the team and the company. He continuously strives to make well-informed decisions, and his resourcefulness leads to process improvements that enhance efficiency and productivity.

Dependability - Evaluate the employee's performance in meeting work schedules and deadlines. Consider the employee's attendance and punctuality, participation in meetings, proposal efforts, etc.

Comments:

Jesse places a significant emphasis on dependability as the cornerstone of a valuable trait within a company. He firmly believes that one cannot truly consider themselves an asset unless they consistently demonstrate dependability. Mr. Carey consistently displays this trait whenever the opportunity presents itself.

In his role as a Quickstrike ER technician, Jesse is relied upon by government counterparts across various facets of our operations. These responsibilities include submitting requisition COORs, conducting fit-check tests, managing ordnance inventory, providing critical feedback, and facilitating asset transfers. Furthermore, he is always available for distant testing events, showcasing his unwavering commitment to fulfilling his responsibilities.

In the absence of a team member, Jesse takes the initiative to step into the role of Building 618 custodian without the need for explicit directives. This includes providing valuable assistance to government counterparts with the resources therein, managing ordnance items through the submission of necessary change of ordnance requests, receiving and transporting assets, setting up displays for scheduled project walk-throughs and talk-throughs, and diligently submitting AWARS reports.

Jesse's dedication to dependability also extends to being available on standby when informed of shipments that need to be received or shipped from the warehouse. This flexibility and readiness contribute significantly to our operational efficiency.

Moreover, Jesse serves as the primary point of contact for the ordnance office and NMC regarding ordnance management at the warehouse. This level of responsibility underscores his reliability in these crucial roles as Custodian and Technician.

Organizing and Planning - Consider ability to establish goals; develop short and long range action plans; estimate time, money, manpower, and resource requirements; establish/maintain procedures to monitor and control progress of projects.

Comments:

Mr. Carey is a highly goal-oriented individual who believes in developing structured plans and systems to achieve objectives. He understands that a clear vision and a well-defined roadmap are essential for attaining any goal. One example of his excellent planning and organizational skills is the addition of the "Action Items" board at the warehouse. On the 'Action Items' board, Jesse meticulously lists action items to be addressed, both in the short term and long term. These items are not haphazardly listed but are thoughtfully arranged according to their level of urgency. This prioritization ensures that the most critical tasks are addressed promptly, contributing to enhanced productivity. Moreover, Mr. Carey's dedication to ensuring task completion is evident through the practice of marking items as completed on the board. This not only provides a sense of accomplishment for the team but also offers a transparent and visual way to track progress. By displaying the board in a manner that is both prompting and accessible for all team members, Jesse ensures that tasks are being efficiently tracked and accomplished. His attention to detail and commitment to effective organization greatly benefit the warehouse's overall efficiency and success.

Initiative - Consider ability to act independently and effectively on work assignments, persist at tasks and maintain a high energy level, strive for self-improvement, willingness to help others, request assignments rather than remain idle, and take pride in accomplishments.

Comments:

Jesse's contribution to the warehouse's efficient functioning and inventory management is truly commendable. His initiative and organizational skills have had a significant positive impact on various aspects of day-to-day operations done out of the warehouse. Jesse's initiative has played a pivotal role in streamlining warehouse operations. By creating a systematic approach, he has ensured that items are stored in an organized and accessible manner. This has not only improved the efficiency of the workforce but has also made it easier to locate and retrieve materials promptly. Compliance with ordinance office standards is crucial, and Jesse's dedication to this is commendable. He has taken it upon himself to ensure that all warehouse activities align with the required standards. This dedication not only helps in avoiding potential compliance issues but also enhances the company's reputation for professionalism and reliability when working with government counterparts.

Courses/Certificates/Awards – Completed/Obtained during this performance period.

- CompTIA A+ Core 1 Course

___ **EXCEPTIONAL**
___ **COMMENDABLE**
___ **COMPETENT**
___ **ADEQUATE**
___ **UNACCEPTABLE**

Recommended Area of Improvements:

Jesse can improve in time management. At times, Mr. Carey becomes laser-focus on a task that he loses track of time which can lead to prolonging other tasking.