

Employee Annual 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	Review Period: From: 7/1/2021 To: 10/31/2022	
Team Lead: Bob Bainbridge	Date Employee Resume Updated: 11/9/2022	

Performance Category	Rating
Honesty & Integrity: Maintains high moral, ethical, and legal standards in accordance with the IPS Ethics Policy. Jesse carries himself in a highly professional manner. He is consistent in the way he speaks to others. From the new person, to supervisors, to customers. He demonstrates the same level of dignity and respect to everyone he would like others to present him with. He understands that he is not only an ambassador of the company, but that he is an ambassador of his morals and upbringings. That the only way to make those he works for look distinguished is by beginning with the way he carries himself.	☐ Exceeds expectations ☐ Commendable ☐ Meets expectations ☐ Needs improvement ☐ Unacceptable
Decision Making: Able 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. Above all else, Jesse is a thinker. Whenever a problem presents itself, Jesse jumps into critical thinking mode trying to find means inside and even outside of the box to correct the situation. He strongly believes that all problem has a solution, and no matter your level of expertise, anyone can have a ground-breaking idea, which is why he is not afraid to present his own. To elaborate, as Hazmat Custodian, Mr. Carey was tasked with taking charge of the Fabrication Shop's hazmat program upon their addition to the company. Before his involvement, the quality of the Fab Shop's hazmat program was little to nonexistent. Hazardous materials were left out and about, expired hazmat was amongst others, materials were not accounted for, SDS's were not used, and so on. Jesse began tackling this tasking by conducting an in-depth walk-through of the facility, identifying all of the issues. Next, he developed a plan of action report and submitted to his leadership for approval. Once approved, Jesse's plan of action went into full effect, implementing changes such as: additional hazmat lockers for newly received materials, receptacles for disposal of unused or expired hazmat, spill berms for oversized hazmat containers that meet OSHA's requirement of double containment, among others. By the conclusion of Mr. Carey's plan of action, the Fab Shop's Hazmat Program now meets company standards, and the staff are fully equipped to handle monthly inventory updates, additional hazmat storage, SDS's on site, and facility maintained.	☐ Exceeds expectations ☐ Commendable ☐ Meets expectations ☐ Needs improvement ☐ Unacceptable
Quality & Quantity: Demonstrates an appropriate balance of quality and quantity as dictated by the job requirements, the complexity of the work, and level of effort required. This includes accuracy, neatness, and thoroughness of results produced, as well as overall productivity. Regarding quality and quantity, it is evident that Jesse values quality over quantity and understands that quantity comes with consecutive quality work. With each task Jesse undertakes, he demonstrates a level of attention to detail and effort that meets his own high standards for himself. A key element in this process is treating each task, however small, as its own individual objective that contributes to the bigger picture. Disregarding small tasks as unimportant would otherwise lead to overlooked errors and uncompleted projects. To illustrate this, consider Jesse's role as the custodian of inventory at warehouse 7708. His aim each day is to ensure that OIS tracked materials stored at 7708 are congruent with OIS data. To this end, Jesse continuously (quantity) and consistently (quality) verifies the stock and condition of each item throughout the day, ensuring that they match OIS 100% report. When he finds discrepancies, he identifies the points of error and submits the appropriate paperwork to correct the matter.	☐ Exceeds expectations ☐ Commendable ☐ Meets expectations ☐ Needs improvement ☐ Unacceptable
	☐ Exceeds expectations ☐ Commendable

Performance Category	Rating
Dependability & Initiative: Meets work schedules and deadlines. This includes attendance and punctuality, participation in meetings, proposal efforts, etc. Additionally: ability to act independently and effectively on work assignments, persist at tasks, strive for self-improvement, demonstrate a willingness to help others, request assignments rather than remain idle, and take pride in accomplishments. Jesse is indeed punctual in meeting work deadlines, always completing his work ahead of the assignment's due date. When he believes a due date is not feasible, Jesse is proactive in mentioning this early so that valuable time is not lost. Jesse is also a careful speaker; in group settings, he often listens first to those around him before offering his own thoughts. He values the inputs and opinions of others and understands that learning is accomplished better by listening more and speaking less. Jesse strives for excellence in all he pursues at work. A pertinent example of his dependability and initiative would be his performance as the IPS representative testing the Hammerhead launching system during an extended business trip to Seattle, Washington. Firstly, Mr. Carey said yes without hesitation, and his efforts by the end of the testing showed that he was indeed up to the task. While in Seattle, Jesse worked diligently with our government counterparts, transcribing, and following the directives of the team lead. In moments when the team faltered or disagreed on how to proceed, Jesse confidently offered his thoughts. As the project continued, the team lead became very impressed with Jesse's knowledge and work ethic. He later tasked Jesse with leading hands-on training for the Keyport individuals assigned to the testing, trusting him to handle the system with minimal to no oversight. As a result of his efforts, the testing was a success. So much in fact that the Keyport individuals were operating proficiently enough by the end of testing to be able to aid in testing the month following without additional support. Mr. Carey's achievements on this mission show that he can maintain a high standard of work operating unsupervised and would represent the company positively and professionally.	☐ Meets expectations ☐ Needs improvement ☐ Unacceptable
Teamwork: Communicates well both verbally and via written communications. Develops good working relationships across the board. Accepts direction and constructive criticism well. Contributes towards empowering the customer to meet their goals/mission. Jesse understands that communication is key for an organization to perform at optimal capacity. His prior experiences in the military have familiarized him with what is required performing at the various levels of a chain of command. As a junior level personnel member, he learned to complete work both independently and collaboratively, as well as how to follow orders as directed. Progressing to the supervisory level, he learned the value of consulting his fellows up and down the chain of command, workshopping ideas together, and presenting instructions in a systematic, easy-to-understand manner. In his final role as the lead personnel in charge, he developed his communication skills further in the forms of persuasive speaking, giving precise directives, and verifying that directives were being carried out correctly. Jesse's aptitude for communication has served him just as well in his role at IPS. He doesn't hesitate to speak up when an issue needs attention, and he defers to the expertise of others when necessary. Always seeking to improve at his job, he makes a point of asking questions in order to learn from others' experiences. Finally, he keeps his supervisors updated on the progress of tasks assigned to him from start to completion and follows directives to the letter.	☐ Exceeds expectations ☐ Commendable ☐ Meets expectations ☐ Needs improvement ☐ Unacceptable
Program/Project Management: (for Team Leads & Assistant Teams leads) Successfully manages resources, schedule, budget, & quality. Participates in business development efforts. Mr. Carey's goals are in line with the business development of IPS. As custodian of warehouse 7708, he knows that his performance directly affects the overall performance of the company. For example, his initiative to track stored OIS items and organize them in a systematic fashion have kept the warehouse in compliance with ordnance office standards. The effort even freed up space and capability to store more ordnance items should projects require it. Furthermore, conducting regular inventories and organizing the warehouse's non-OIS items has allowed technicians to know exactly how much of an item the company has on hand for any given project at a moment's notice. Jesse's improved system directs staff where to find specifically needed items, which saves the project from unnecessary expenses on items IPS already has in stock. Mr. Carey's achievements combined with his professionalism reflect well on the company and its cooperation with government counterparts.	☐ Exceeds expectations ☐ Commendable ☐ Meets expectations ☐ Needs improvement ☐ Unacceptable

Current High-Level Roles & Responsibilities

- Quick Strike Mine & Hammerhead Technician – Responsible for operating within the QS-ER and QS Mod 3 projects. Assisting with the Hammerhead project. Ordering ordnance items, assembling and disassembling all-up rounds for testing, conducting in-house testing prior events to ensure success.
 - Warehouse 7708 Inventory Custodian, consisting of; keeping track of OIS inventory and non-OIS tracked inventory, receiving shipments, cleaning and organizing for a productive environment, and reporting discrepancies with equipment/ facility.
 - Hazmat Inventory Custodian – Keeping track of hazmat inventory at various locations, updating hazmat master list to reflect current items on hand, reporting hazmat divergences (expired hazmat, missing labels, incorrect placement, etc.) to locker POC's, and validating SDS books with prospective items on hand.
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Goals and Recommendations for Next Appraisal Period:

- Operate as lead technician on Quick Strike ER travel events.
 - Single-handedly assemble and disassemble various mine assemblies in accordance with applicable documents. Where tasking cannot be done single-handedly, I would like to lead the assembly and disassembly of said various mines.
 - Remap warehouse 7708 OIS tracked ordnance material placement by condition code.
 - Take part in Ammo Sentencing course.
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