

**PART III: PERFORMANCE SUMMARY**

COACHINGS: Comment on key points covered in the discussions that occur during the review period.

DATE 10-16-88 *SW*

LEE'S STRENGTHS INCLUDE HIS TOTAL COMMITMENT TO THE SATISFACTION OF HIS CUSTOMERS, AND HIS WILLINGNESS TO SERVE AS A REAL "TEAM PLAYER" ON A VERY BUSY PLATFORM. ASSET GENERATION GOALS WERE MET AND EXCEEDED FOR 1988 IN AUGUST. INCREASED EMPHASIS NEEDS TO BE PLACED UPON SALE OF CREDIT PROTECTION IF CULVER CENTER IS TO MEET MINIMUM GOAL. LEE WILL ALSO BE STARTING CUSTOMER "PROFILING" IN THE 4<sup>th</sup> QUARTER WHICH SHOULD ASSIST THE BRANCH'S

DATE *OVERALL SALES AND SERVICE LEVEL*

DATE

OVERALL RATING: Based on results, including the Management Supplement when appropriate.

Exceeded

**EMPLOYEE'S STRENGTHS**

Lee is excellent with customers, he is friendly and easy to get along with. He is very much sales-oriented which is needed in this environment today. HE IS WILLING TO DO WHAT EVER IT TAKES TO BRING IN THE BUSINESS. Lee is also willing to take on other assignments to assist Manager in meeting branch goals.

**SUGGESTED IMPROVEMENTS**

In order to be more effective in time management, , Lee must set priorities for himself and not allow customers to dedicate to him what he must do for them in areas that do not involve him, since there other departments that can assist those customers.

**EMPLOYEE'S COMMENTS**

*Phylliss has within the past few months significantly increased the morale at this branch due to her unwavering commitment to make sure that all personnel are more than just satisfied, but pleased with their job assignment. She should be commended for taking action with her well developed managerial skills to make those changes which in turn allows this branch to*

**MANAGER'S COMMENTS**

*a professional image and remain competitively profitable.*  
I have enjoyed working with Lee the short time I have been at this branch. Lee has been instrumental in assisting me loans areas that I was not familiar with and handling those problems relating to loans and allowing me to settle in *for this appreciation SW*

**REVIEW OF COMPLETED DOCUMENT** *the branch and handle more urgent problems. Thank you.*

EMPLOYEE'S SIGNATURE*	EMPLOYEE'S TYPED NAME	DATE
<i>Lee M. Woodard</i>	Lee Woodard	12/8/88
MANAGER'S SIGNATURE	MANAGER'S TYPED NAME	DATE
<i>Phylliss C. Cameron</i>	Phylliss C. Cameron	12/8/88
REVIEWING MANAGER'S SIGNATURE	REVIEWING MANAGER'S TYPED NAME	DATE

\* Employee's signature indicates that the employee has seen the completed evaluation form but does not necessarily imply agreement with the evaluation.