

Cooper, Morgan

HC1-HR Coordinator

Position ID - HL4003545

Reports To - Aberg, Brent

Department - 000100-Admin

Business Unit - MANKATO00-Mankato Office

Location - MN 08-Mankato Region

REVIEW INFORMATION

2022-2023 Annual Eval

Review Period - 01/01/2022 to 12/31/2022

Status - Released to Employee

Target Completion Date - 11/15/2022

REVIEWER INFORMATION

Reviewer - Aberg, Brent

INTRODUCTION

This performance evaluation is intended to recognize the work this employee has done in 2021, to identify areas where the employee may need additional support and to hear feedback on behalf of the employee.

Please use more than 1-2 word responses when filling out this performance evaluation for the employees you supervise. This is the time to provide valuable feedback and recognize successes.

RATING SCALE

Does Not Meet Expectations	Performance standards are consistently below expectations.
Partially Meets Expectations	Performance standards typically meet expectations, but do not always meet expectations.
Meets Expectations	Performance standards consistently meet expectations, and at times exceed expectations.
Exceeds Expectations	Performance standards consistently exceed expectations.

QUESTIONS

Instructions

Conducting employee performance appraisals is a productive and meaningful activity that positively contributes to the success of Bridges MN. For each of the questions or key performance indicators, you should measure the job performance of the employee and how he/she builds relationships across all levels of your Bridges MN to assist with effective and coordinated work.

1 - Has this employee had any attendance issues? (i.e. Do they show up on time for scheduled shifts? Do they follow the proper procedures for taking time off? Do they follow procedures on calling in sick? etc.)

Category - Performance

Reviewer Only Question

Employee Response

Employee response is not required as this is a Reviewer only Question.

Reviewer Response

Morgan does a great job in communicating changes in her schedule to her supervisor, HR Team, individual she supports, and the regional team.

2 - Does this employee understand their roles and responsibilities at Bridges MN? What areas do they feel they need more support?

Category - Corporate Commitment

Employee Response

Yes, I understand my role and responsibilities at Bridges. I don't have a specific area that I feel I could use more support

Reviewer Response

Morgan not only understands her role, she is so efficient and effective that we continue to expand where we can use her talents, including supporting other regions on a weekly basis, as she did this summer.

She adapted quickly to the support role and has developed a fantastic relationship with VD, who absolutely loves her job. Morgan has done a tremendous job in helping VD gain skills and confidence.

3 - Does this employee have a good understanding of the tools/resources needed to do their job? (Drive, email, paperwork, NorthBridge University, Therap, When I Work, ADP, etc)?

Category - Operations

Employee Response

Yes, I feel like I understand all my resources

Reviewer Response

Morgan asks great questions, seeking and finding the tools she needs to be successful. If she can't find something, she creates in - in the case of our need for FTW tracking!

4 - Does this employee communicate effectively with others? Please identify strengths and/or areas of improvement that are needed.

Category - Teamwork

Employee Response

I feel there is good communication throughout the teams. As usual within separate departments and separate regions, communication isn't perfect but I think it is something we can all approve upon

Reviewer Response

Communication can always be improved among departments and within the larger organization. Morgan is fairly concise and efficient with her communications and has learned to work with the regional team quite well. I also appreciate Morgan accepting feedback in this area and using it to improve her effectiveness.

5 - Does this employee feel comfortable with RS, co-workers, physical site, and support requirements of the person/people served?

Category -

Employee Response

Yes, I feel good with my coworkers and my person served. I wish I could provide more input in the support my person serve needs.

Reviewer Response

Morgan works well with all levels of the organization and has adapted her communication technique to improve her effectiveness in getting a response.

Morgan's position is unique in that she reports to the RED, works in HR, but provides support to an individual through Employment Services. She does a great job in balancing these expectations, but, in agreement with her comments, Morgan should be more involved in the planning around VD's support needs. I've spoken with the ES Manager who will be inviting her in the future.

6 - Is this employee person-centered in their interactions with the individuals served by Bridges MN? Please share an example of a time you have seen this.

Category - Corporate Commitment

Reviewer Only Question

Employee Response

Employee response is not required as this is a Reviewer only Question.

Reviewer Response

Morgan exhibits a very person-centered attitude and perspective in working with VD. She advocates for VD and her ability to be employed further. Morgan listens to VD and the direction she provides. As Morgan had minimal exposure to this field of work prior to working with Bridges, she may be one of the best examples of recognizing the value of every person we support.

7 - Please share an example of how you believe this employee supports the values of Bridges MN. (Respect, Innovation, Courage, Empathy, Support, Trust)

Category - Corporate Commitment

Employee Response

I support my ES worker every workday. Together, we have expressed Bridges values like innovation and trust

Reviewer Response

Morgan received a RICE ST recognition in July for her great work with VD at the office (and one to be recognized in the next review period, too!). She does a truly wonderful job in supporting VD and in completing her expectations in HR, along with supporting HR departments across the organization. All six of these values are evident on a regular basis, but I feel that Respect, Innovation, Empathy, and Support are very strong for Morgan. The way she supports VD exhibits a peer level of respect, while empathizing with her needs. Morgan and VD innovate regularly to try new ways to address issues for all the regions.

8 - Does this employee actively work to achieve their KRAs?

Category - Goal Attainment

Employee Response

Yes I understand my KRAs and I believe I am consistently reaching them

Reviewer Response

Most definitely! Morgan not only works to achieve them, she reports on them promptly. Her work has made a dramatic improvement on KRAs in the HR department, and the rest of the organization has noticed!

9 - Please identify 1-2 areas that this employee feels that they need more support or areas you have identified where they may need more support.

Category - Continuous Improvement

Employee Response

Anything to do with ES, just ensuring she is constantly working on things that make her a better employee and also supporting her to make new steps

Potential growth within the company, especially within this upcoming year. Hard to move up without support (not that I feel I do not currently have that)

Reviewer Response

I'd like to see Morgan work on the following two areas:

Communicating unwelcome information to staff or to team members - While I hope this is a very infrequent task, it's a skill that takes some time and, unfortunately, repetition to develop. Managing the emotion of the other party is a challenge in any situation, so I'd encourage Morgan to gain some exposure to this process and determine what's going to work best for her.

Growth and exposure to other facets of HR - This past summer Morgan had some exposure to what another region operated like. In talking with Nicole and Jenny, we'll be looking for other opportunities for Morgan to develop new skills in the upcoming year!

OVERALL COMMENTS

Employee Response

Overall Rating

Meets Expectations

I believe I always meet expectations, and I do exceed them sometimes as well

Reviewer Response

Overall Rating

Exceeds Expectations

Morgan's performance this year has far exceeded the expectations of the position. Initially established as an ES Support position, Morgan has made the HRC position vital to the region! She's elevated the abilities of the individual supported and exposed her to many more skill development opportunities than she would have ever had without Morgan being in the position. Morgan has also reached out to provide support to other regions and the corporate HR staff, demonstrating great skills and a mindset that is aligned with the values and mission of the organization. Morgan is a great asset for Bridges!

SIGNATURES

Employee Signature

Reviewer Signature