

Hi Client,

I must say that I was never a fan of Wylie. After reading your mock report on his performance, however, I have developed a new appreciation for his talents and may have to revisit a few episodes. What a fun and creative way you chose to exhibit your evaluation skills!

As an evaluator, I commend your apparent record keeping of Wylie's performance, even able to cite individual episodes. Good work!

Regarding formatting, I find the document a bit cumbersome to scan. Do you think that white space and some bullet points might make it easier? For example, you make several recommendations at the end that perhaps can be broken into a list rather than being condensed into one paragraph. Remember, too, that submissions for editing should be submitted to me in Times New Roman 12-point font. Your paper is in Calibri 11.

I've made some more specific comments below. Feel free to contact me with any questions you might have or clarification you might need.

Good luck!

Mary Wanser

Warner Brothers Employee Performance Report
For the Year 2010

Employee: Wylie Coyote

Date: 11-3-10

Responsibilities:

This is a bi-annual employee performance report for Wylie Coyote. Wylie serves as a member of our company Warner Brothers. He is one of two cartoon characters in "The Roadrunner Show" and is employed as a comedian hunter. He is viewed by hundreds of thousands of kids on a weekly basis. Wylie's job requirements require that he remains physically fit, mentally capable, and suitable for each potentially dangerous venture. His main objective is to capture one desert rodent known conclusively as "The Roadrunner."

Given that Wylie's world does not comply with the norms of gravitational law or physics, Wylie is expected to excel against the odds of a differing environment. For example: If Wylie were standing on a structurally supported cliff, and the cliff were to break off, Wylie could find himself under the portion of cliff that broke off. Another example cites roads and tunnels Wylie utilizes as props that are easily created by simply painting in their existence. However, non-existent components such as cars and trains quickly make entrance into and out of these props upon creation, thereby inducing some potentially dangerous conditions.

Performance Qualities:

Wylie is persistent, capable, and a master of innovation. This is demonstrated by his excellent attendance record as he has never missed a show in his 10 years of service or has ever lessened the amount of determination he commits to his endeavor. Although quiet, Wylie is expressive and purports anxiety of absolute resolve. His genius is evident by his ingenuity in tactics he uses to pursue his prey. One example cites the flying contraption he designed which placed him within centimeters of his prey. Unfortunately his device was not built to withstand sudden stops. Some of his tactics of choice include dynamite, rockets, helicopters, and roller skates. Over the last ten years, each of his performance evaluations reflects an unequivocal enjoyment for his project.

Performance Weakness:

From a safety perspective . . .

Comment [O1]: Who is writing this report? You might want to include your own name.

Comment [O2]: Plural header, yet the only responsibility cited is to capture the rodent. It might be a good idea to create one more responsibility. As you describe him as a "comedian hunter," maybe his first responsibility is to make audiences laugh and his second is to capture the rodent.

Comment [MW3]: Single space between sentences throughout.

Comment [O4]: Watch for redundancy throughout.

Comment [O5]: I like this sentence! However, is this paragraph telling of another of Wylie's responsibilities? Do you think these points might fit better under the "Qualities" section?

Comment [MW6]: See comment 9.

Comment [O7]: Excellent! This is a quality that directly relates to his responsibility of capturing the rodent. Further, you follow up that statement with an example to show how his ingenuitive genius helps him to fulfill his responsibility. Nice job here!

Comment [O8]: You might want to consider removing this one sentence as it does not support a quality, but sounds more like a weakness.

Comment [MW9]: Must remain consistent 10/ten.

Comment [O10]: Effective explanation and back-up of his one weakness. Bravo!