

Performance Review: Alicia Albert Pape

09/01/2022 - 08/31/2023

Employee Name

Alicia Albert Pape

Review Period

09/01/2022 - 08/31/2023

Job

Systems Documentation Analyst II

Review Type

Annual (First)

Nancy Ann Seidensticker

0.00%

Alicia Albert Pape

0.00%

Company Goals

1. Professional Development
& Required Training

Accomplished (1.00)

N/A

2: Customer Service

Accomplished (1.00)

N/A

3: Job Duties and
Responsibilities

Accomplished (1.00)

N/A

AVERAGE

Accomplished (1)

By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form.

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Alicia Albert Pape
Employee

07/10/2023
Date

X
Reviewer

Date

Nancy Ann Seidensticker
Manager

07/10/2023
Date

Jennifer A. Carver
Finalizer

08/17/2023
Date

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Company Goals

1. Professional Development & Required Training

A) Enhance my knowledge, skills, and abilities by completing a minimum of one training course or activity that is connected to my job growth and career development (e.g., LinkedIn Learning courses, Book Studies, Workshops/Conferences, etc.)

B) Complete

all required Centerwide training. Note: Employees will be auto-enrolled and notified as required training courses become available during the fiscal year.

Annual Required Training

- Active Shooter Training
- Sexual Harassment Awareness Training
-

Cyber Security Training

Nancy Ann Seidensticker

Completed EdFi Academy - EdFi 101 (22 Sept) - Website shared by team member, currently completed 101 Training and will continue to keep up with additional modules as released.

Complete all required trainings: Cybersecurity, Active Shooter, and Sexual Harassment.

7/10/23

Completed Infosec and Prohibited Technology Training June 2023.

Alicia Albert Pape

Training/Education:

Completed EdFi Academy - EdFi 101 (22 Sept)

Infosec Security

Awareness modules - 13 December 2022

Active Shooter Training 22-23 - Completed 1

February 2023

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Sexual Harassment Awareness Training 22-23 - Completed 1 February 2023

Winter CAP Symposium 28 Feb - 2 Mar 2023

Infosec Security Awareness modules - 23

June 2023

Prohibited Technology Training - 22 June 2023

Nancy Ann Seidensticker

2: Customer Service

A.) Complete a customer service training or activity (excluding Greeter Duty) in support of the Center's Core Value of Customer Service, and our Service Standards. Options include LinkedIn Learning courses, book studies, attending workshops/conferences, etc.

Enter your selected training/activity in the comments section. Include an explanation of how you will apply what you complete towards practicing our Service Standards: Make a Connection, Make it Happen, Make it Remarkable, Make it Right

B.)

Greeter Duty

- Exempt Staff – Required to complete six (6) Greeter Duty Days per fiscal year. Enter dates in comments section.
- Nonexempt Staff – Optional; does not replace the required customer service training/activity.

C.) Director On Duty

– Component Director/Chief/Division Director levels only. Complete three (3) times per fiscal year. Enter dates in comments section.

Nancy Ann Seidensticker

Alicia has scheduled all her greeter duties to accomplish this goal by Aug. 2023.

Alicia

has completed all six greeter duties. Supported the Winter CAP by sitting in on sessions and giving feedback to presenters.

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Alicia will also support the ASCENDER User Conference June 2023.
7/10/23
Alicia supported registration at the ASCENDER User Conference June 2023.

Alicia Albert Pape

Greeter Duty Dates:
10 October
17 October
7 November
14 November
5 December
12 December

Nancy Ann Seidensticker

3: Job Duties and Responsibilities

Perform the functions of my job and meet the requirements outlined in my job description. Enter highlights of work performed during the fiscal year into the comments section.

Nancy Ann Seidensticker

Alicia will be a volunteer at the ASCENDER User Conference June 2023.
Alicia works efficiently to ensure all documentation for releases is done and ready to go each quarter.
Alicia has a growth mindset as she is learning new processes to move Help and Training Guides to Confluence.

7/10/23
Alicia continues to prepare release documentation for software releases.
Alicia works with SIS consultants on a continual basis to keep Help and Training Guides up-to-date.

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Alicia continues to work with Elizabeth to move documentation to Wiki; learning new processes and how to transition from DocuWiki to Confluence Wiki.

Alicia Albert Pape

Completed all Jira tickets (AMPS/WS tickets) for the 7.0100 release, including all EdFi tickets, by the release date (30 Sept).

Completed all Jira tickets (AMPS) for the 7.0700 release by the release date (3 March).

WIP: Moving all SIS portal documents from DokuWiki to Confluence (on-going until further notice).

Nancy Ann Seidensticker

General Comments

Alicia Albert Pape

Nancy Ann Seidensticker

Team will engage in Strength Finder book study during the 2022- 2023 year.

Nancy Ann Seidensticker

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Review Effects

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