To: Anders, Inez

From: King, Chloe

Date: 10/29/15

Subject: Kyle Houston performance review

Inez,

After having the afternoon to look over Kyle Houston’s team evaluations, I have come to the conclusion that I would not recommend Kyle Houston for the promotion in Dallas. The evaluations included my personal observations and information inputted from 15 co-workers in which they ranked Kyle on contributing, listening, and facilitating group problem solving. In these reviews he overall scored a mean of 2.42/3 and a mode of a 2.0/3.

Kyle contributed to the team and he executed his skills well. His peers thought that he offered ideas and suggestions and were impressed with how he attended all meetings. Kyle tends to turn in paperwork early, which is a nice asset for one to have. I have watched Kyle double check and put effort into his work daily.

When it comes to listening, Kyle’s efforts were less than impressive to not only myself, but to his co-workers. This was his lowest scored category with a mean of 1.96/3. His associates claimed that lets other members talk, but then summarized their ideas before they are done speaking. I have personally watched him limit the discussion that was needed to make a final decision for RGP Financial Services. When RGP was initially not thrilled about the team’s final decision, I couldn’t help but wonder if the team had made a decision too quickly and why they were limited; and then I looked at reviews. Kyle is good at communicating to other though, and that is a strength that he possess.

In the category of facilitating group problem solving skills he had a mean of 2.18, but one team member rated Kyle a zero. From my own personal observations I can insure you that this team member was not pleased with his listening skills and thought that it affected his problem solving skills. Kyle does lead the group well by presenting questions to stay on topic and encourages suggestions.

Overall, Kyle is on track to be ready for a promotion in the near future. If you could work with Kyle on listening to others and not always taking the spotlight I think he could be ready for the next open assignment you have available. Thank you for putting your trust in me with this decision.

Thanks,

Chloe King, team leader