

University of California, Davis
EMPLOYEE PERFORMANCE APPRAISAL REPORT

This form is used to evaluate the performance of staff employees. Examples of well-written evaluations and summaries of accomplishments are on the Web at http://www.hr.ucdavis.edu/Forms/All/Perf_Eval.

Period covered (month/day/year): from July 1, 1875 to June 30, 1876

<u>Thomas Watson</u> Employee name	<u>529348292</u> Employee number
<u>8670/Sr Lab Mechanician Supv</u> Title code and payroll title	<u>100%</u> Percent appointment
<u>PPS</u> Personnel program or bargaining unit	<u>Communication Engineering</u> Department
<u>Same</u> Working title (optional)	<u>2 years</u> Length of time in this position
<u>Aleck Bell</u> Supervisor name	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (months: <u> </u>) Supervised for entire review period?

JOB-RELATED PERFORMANCE: Describe performance during the review period. The evaluation must be based on clearly-defined job functions or performance expectations. The rating in the Supervisor's Recommendation must be supported by the narrative. Use additional sheets if needed.

OVERALL EVALUATION

Mr. Watson has worked for the past two years on the Harmonic Telegraph Project. He spends 50% of his time on the job function of helping me in our lab, 30% of his time serving as Lab Safety Coordinator, and 20% of his time on the Visible Speech Project.

Mr. Watson's skill in devising tools and instruments for our experiments continues to contribute greatly to the Harmonic Telegraph Project. During the evaluation period, he completed two major new instruments, the Magnetic Resonance Indicator and Twangometer.

Mr. Watson is a full contributor to the Harmonic Telegraph Project and I look forward to a new year of progress together.

SUPERVISOR'S RECOMMENDATION:

I rate Thomas Watson 's performance for this review period as:

- Meets or Exceeds Expectations
 Does Not Meet Expectations

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JOB FUNCTIONS SUPPLEMENT: This section is used to rate each function listed in the employee's position description. The percentages must add up to 100% regardless of the percent of time of the appointment. This section is required for employees in the Clerical and Allied Services unit (CX), but optional for other employees unless required by the dean or vice chancellor.

JOB FUNCTION: Harmonic Telegraph Project

Percent of Time: 50%

PERFORMANCE EVALUATION:

Mr. Watson is responsible for fabricating tools and instruments, and observing and recording results of experiments. He completed the Harmonic Resonator and Twangometer (see above), and met all expectations in this area. He completed work on all of the tools and instruments that were assigned for the 1875-76 year, finishing the Audiocalipers three weeks ahead of schedule.

Last summer, while trying to free a reed that was stuck to the pole of an electromagnet, the device produced a twang which I heard in the receiving room, on the other side of the building. Although he was not conducting an actual experiment, and therefore was not recording any notes, he was immediately able to describe exactly what he had done to produce the twang. His observations became the basis for a whole new series of experiments.

JOB FUNCTION: Lab Safety Coordinator

Percent of Time: 30%

PERFORMANCE EVALUATION:

Mr. Watson is responsible for improving safety and reducing accidents in our lab. Although he does not supervise the rest of the staff directly, he is responsible for monitoring their safety-related performance and suggesting improvements in our procedures.

In general, our lab safety practices have continued unchanged from last year, and we have had only one significant accident. On March 10, 1876, during a formal experiment, I accidentally knocked over the battery acid container in the Harmonic Telegraph, which had been placed on an unstable base. Mr. Watson heard my exclamation in the receiving room, and thus our great breakthrough was made. Although Mr. Watson did not construct the unstable base, and has met all my expectations in the safety area, I think we shall need to work together in the upcoming year to devise safeguards against similar accidents.

JOB FUNCTION: Visible Speech Project

Percent of Time: 20%

PERFORMANCE EVALUATION:

Mr. Watson is responsible for follow-up work on our prior grant on applying Von Helmholtz' work to assistive diagrams to enable hearing-impaired people to improve their speech. He prepared syllabi for two professional conferences which we attended together and produced new audiovisual aids which are much clearer than the ones we used last year. He is fully meeting my expectations in this area.

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SUPERVISORS AND MANAGERS: Each supervisor and manager must be evaluated on supervisory performance, support of the Principles of Community (including equal employment opportunity and affirmative action performance), and the safety record of the unit supervised.

FUTURE GOALS OR PERFORMANCE EXPECTATIONS:

1. Begin to take responsibility for the design of new instruments and equipment, based on defined functions. Currently, Mr. Watson fabricates from my designs. We will set aside money to send Mr. Watson to a seminar on this topic, then give him one or two design assignments during the year.
2. Now that we have obtained a patent, we will need to promote the Harmonic Telegraph widely. I would like Mr. Watson to take lead responsibility for preparations for the Centennial Exhibition in Philadelphia later this year, and to demonstrate it for President Rutherford Hayes in 1878.
3. The name "Harmonic Telegraph" has confused many people, and I would like Mr. Watson to spend some time coming up with a one-word name for it that will somehow express the concepts of "distance" and "sound."

SIGNATURES

Tom Watson

July 23, 1876

Employee: I have read and received a copy of this evaluation.

Date

Aleck Bell

July 23, 1876

Supervisor: This is my evaluation of the employee's performance during the review period.

Date

Charles Williams

August 15, 1876

Department Head: I concur with this evaluation.

Date

DEPARTMENT HEAD COMMENTS: (optional)

EMPLOYEE COMMENTS: (optional)

Thank you for another year of satisfying collaboration. How about calling it the "telephone"? -- Tom

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MERIT RATING PAGE

Period covered (month/day/year): from July 1, 1875 to June 30, 1876

Thomas Watson
Employee Name

Communication Engineering
Department

INSTRUCTIONS: The dean or vice chancellor, or other authorized person or group, completes this page. The dean or vice chancellor's call for appraisals will specify who is authorized to complete this page.

AUTHORIZED MERIT RATING (See instructions)	<input type="checkbox"/> Outstanding
Signature <u>Edward Bellamy</u>	<input type="checkbox"/> Very Good
Date <u>September 2, 1876</u>	<input checked="" type="checkbox"/> Satisfactory
	<input type="checkbox"/> Less than satisfactory

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EMPLOYEE SUMMARY OF ACCOMPLISHMENTS

Period covered (month/day/year): from July 1, 1875 to June 30, 1876

Thomas Watson
Employee Name

Communication Engineering
Department

This provides an opportunity to reflect upon actual work and ensure good communication between employee and supervisor. Use of this form is optional, but may be required by a dean, vice chancellor, or department. Examples of well-written summaries of accomplishments are on the Web at <http://www.hr.ucdavis.edu/Forms>. Use this form (with additional sheets if needed) to describe:

1. accomplishments related to each job function
2. accomplishments related to established goals and/or performance expectations
3. future goals and/or performance expectations
4. training and development needs, if any
5. support of the Principles of Community (including equal employment opportunity and affirmative action performance and job-related commitment to good interpersonal relations).

It's once again time to reflect on my past year's accomplishments. This is my second year of working with you on the Harmonic Telegraph and other projects.

Harmonic Telegraph Project: This job function consists of fabricating tools and equipment for our experiments. I completed the "Harmonic Resonator," which is more efficient and less expensive than the Phonofone that we were using before. After we discovered the "twang" feature last summer, I fabricated a device to measure the strength of the twang, the "Twangometer." I am currently working on a device called an "Audiometer" which, if successful, will be able to measure hearing acuity.

Visible Speech Project: I prepared new audiovisual aids for last year's professional conferences using a new electrical self-sharpening pencil called a "PointPower." I believe that this device will make it easier to produce items for our upcoming events, and I would like to attend a training seminar on PointPower.

Established Goals: Our safety goal was to reduce lab accidents by 50%. Since we had two accidents in 1874-75 and only one in 1875-76, we met our goal.

Future Goals: I have had some trouble getting people to remember to say "Harmonic Telegraph" instead of the less formal terms "Blower" and "Landline" that we use in the lab. I would like to conduct some focus groups and work with the Linguistics Department on a new name that is easy to remember and say.

Training and Development: In addition to the PointPower course, I would like to attend a seminar entitled "Can Ailerons Work?" in Toronto next September. Wilbur and Orville Wright are speaking and it looks like it might relate to one of the future projects we have discussed on heavier-than-air flight.

EEO/AA Opportunities: I do not have supervisory responsibilities, but have continued to promote our Visible Speech research in the hearing-impaired community.

Tom Watson
Employee Signature

July 17, 1876
Date