

# EMPLOYEE WORK PROFILE (EWP)

## PERFORMANCE EVALUATION

*Parts V, VI, VII, VIII, and IX are written or reviewed by the supervisor and discussed with the employee at the end of the evaluation cycle.*

The following pages are printed separate from the remainder of the EWP because they contain confidential employee information.

<b>PART V – Position Identification Information</b>	
30. Position Number: 00035	31. Agency Name & Code Office of the State Inspector General - 147
32. Employee Name: Jennifer Moschetti	33. Employee EID Number: 007901859

<b>PART VI – Performance Evaluation</b>	
<b>34. Core Responsibilities - Rating Earned</b>	<b>35. Core Responsibilities - Comments on Results Achieved</b>
<b>A.</b> <input type="checkbox"/> Extraordinary Contributor  <input checked="" type="checkbox"/> Major Contributor  <input type="checkbox"/> Contributor  <input type="checkbox"/> Marginal Contributor  <input type="checkbox"/> Below Contributor	<b>Administers the State Fraud, Waste, and Abuse Hotline (45%):</b>  Jennifer is our newest member of the Hotline team, having been with OSIG for less than a year, but her work is far superior than her time at OSIG would suggest. Jennifer is a quick learner and easily adapts to procedural changes and operational updates. Jennifer has logged over 300 cases in her time with OSIG. Jennifer is a very thorough investigator and submits her Hotline related documents timely and often free of any errors.
<b>B.</b> <input type="checkbox"/> Extraordinary Contributor  <input checked="" type="checkbox"/> Major Contributor  <input type="checkbox"/> Contributor  <input type="checkbox"/> Marginal Contributor  <input type="checkbox"/> Below Contributor	<b>Case Investigation and Case Management (25%):</b>  Jennifer is a very detail-oriented investigator and managers her time well. Jennifer ensures multiple projects get equal attention and this has resulted in submittal of all her work within established deadlines. Jennifer has been assigned 16 cases over her 10 months with OSIG, several of which were very high profile. Jennifer utilizes all available evidence during her investigations and confirms sound conclusions are met.
<b>C.</b> <input checked="" type="checkbox"/> Extraordinary Contributor  <input type="checkbox"/> Major Contributor  <input type="checkbox"/> Contributor  <input type="checkbox"/> Marginal Contributor  <input type="checkbox"/> Below Contributor	<b>Case Reports (15%):</b>  Jennifer submits comprehensive and exhaustive reports. Jennifer was tasked with several parole board cases this year, requiring significant investigation and reporting. Jennifer meticulously reviewed and re-reviewed evidence and other documentation to ensure final reports were of the highest quality. Jennifer supported her work by meeting with staff within the Governor's office to review and reinforce her findings.

<p><b>D.</b> <input type="checkbox"/> Extraordinary Contributor</p> <p><input type="checkbox"/> Major Contributor</p> <p><input checked="" type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Marginal Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	<p><b>Administrative and Collateral Responsibilities (5%):</b></p> <p>Jennifer completes all administrative and collateral duties as assigned. Jennifer is proactive with regards to these ancillary duties and accurately submits all items or documents per OSIG policies and procedures. Time, Attendance and Leave (TAL) records are properly updated and pertinent information is transferred to G-mail calendars as required.</p>
<p><b>E.</b> <input type="checkbox"/> Extraordinary Contributor</p> <p><input checked="" type="checkbox"/> Major Contributor</p> <p><input type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Marginal Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	<p><b>Assists Hotline Projects as Assigned (10%):</b></p> <p>Jennifer is very receptive and helpful with any Hotline projects needing attention. Her enthusiasm with this extra work is appreciated. Jennifer has spearheaded the overdue Hotline case tracking for several months. Jennifer has also assisted with updating the Hotline procedural manual and maintaining communication with external agency staff regarding case extensions and closures.</p>
<p><b>F.</b> <input type="checkbox"/> Extraordinary Contributor</p> <p><input type="checkbox"/> Major Contributor</p> <p><input type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Marginal Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	

<p><b>36. Special Assignments - Rating Earned</b></p>	<p><b>37. Special Assignments - Comments on Results Achieved</b></p>
<p><b>G.</b> <input type="checkbox"/> Extraordinary Contributor</p> <p><input type="checkbox"/> Major Contributor</p> <p><input type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Marginal Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	
<p><b>H.</b> <input type="checkbox"/> Extraordinary Contributor</p> <p><input type="checkbox"/> Major Contributor</p> <p><input type="checkbox"/> Contributor</p> <p><input type="checkbox"/> Marginal Contributor</p> <p><input type="checkbox"/> Below Contributor</p>	

38. Agency/ Department Objectives - Rating Earned	39. Agency/Department Objectives - Comments on Results Achieved
I. <input type="checkbox"/> Extraordinary Contributor  <input type="checkbox"/> Major Contributor <input checked="" type="checkbox"/> Contributor  <input type="checkbox"/> Marginal Contributor  <input type="checkbox"/> Below Contributor	Code of Ethics:  Jennifer is clearly a person of integrity and this is evident in the work she puts forward. Jennifer accepts responsibility for any mistakes she makes and takes a very responsible attitude in learning from the past. Jennifer maintains the highest level of confidentiality and is consistently fair and balanced when interacting with external "customers".
J. <input type="checkbox"/> Extraordinary Contributor  <input type="checkbox"/> Major Contributor <input checked="" type="checkbox"/> Contributor  <input type="checkbox"/> Marginal Contributor  <input type="checkbox"/> Below Contributor	OSIG Strategic Plan:  Jennifer is a valued member of the Hotline team and committed to the growth and success of the agency. Jennifer arrived to OSIG after strategic planning was nearly complete, but looks forward to fully participating in future OSIG planning and development.
<b>40. Other significant results for the performance cycle:</b>  Jennifer has become a very valuable member of the team in the 10 months she has been here. We look forward to her continued success and growth at OSIG!	

## Part VII - Employee Development Results

### 41. Year-end Learning Accomplishments:

Jennifer is a Certified Fraud Examiner (CFE) and continues to complete her continuing education credits as required by the certifying entity. Jennifer is eager to develop and compliment her investigative skills by continuing with the CFE credential and training on other available credentials, such as Certified Inspector General Investigator.

## Part VIII - Overall Results Assessment and Rating Earned

An employee must receive at least one Performance Management Need Improvement/Substandard Performance form during the performance cycle in order to be eligible for an overall "Below Contributor" rating during the same performance cycle.



An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months.

An employee must receive at least one Acknowledgment of Extraordinary Contribution form during the performance cycle in order to be eligible for an overall "Extraordinary Contributor" rating during the same performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of "Extraordinary Contributor" for that performance cycle.

### 42. Overall Rating Earned

- Extraordinary Contributor
- Major Contributor
- Contributor
- Marginal Contributor
- Below Contributor

**Part IX - Review of Performance Evaluation**

<p>43. Supervisor's Comments:</p> <p><i>You are doing great Jennifer, Keep up the good work!</i></p>	<p>Signature:  Print Name: Richard Scholl EID: 006790252</p>	<p>Date: <i>10/20/2020</i></p>
<p>44. Reviewer's Comments:</p> <p>Thank you for all of your hard work and dedication this year, Jennifer!</p>	<p>Signature:  Print Name: Katrina M. Goodman EID: 005909790</p>	<p>Date: 10/19/2020</p>
<p>45. Employee's Comments:</p>	<p>Signature:  Print Name: Jennifer Moschetti  EID: 007901859</p>	<p>Date:</p>

