Traci Kincaid

Evaluation notes

September 11, 2017

Travel check list not followed.

Printing for OSU didn’t include evaluation form or other handouts.

Daily checking in calls not scheduled during the week of September 11, 2017

Emails not acknowledged. For example, the travel check list / need for the evaluation form.

Asked if she needed to adjust her schedule due to their family situation in Florida

Sending screen shots instead of just saying “I didn’t receive your text

September 17

Told me on Friday she’d be working and responding to emails. At 5:00 I text and she sends response to the questions at hand. But not acknowledgment she didn’t follow through.