

CONTRIBUTING ASSESSOR FORM

Employee: Lorraine Twerdok

Performance Period: 2003

Please assist in the evaluation of the API staff member's performance by providing a summary assessment of the employee's work that you were involved with during the evaluation period. Some factors to consider include contributions as a team member, skills used in meeting objectives, managing unusual or challenging circumstances, or addressing difficult issues.

Keep your comments brief and provide appropriate examples. Your feedback will be attached to the employee's performance evaluation; therefore, your feedback should be useful, constructive and relevant to the individual's performance and contributions.

Name: Patsy M. Clegg

Work Relationship: Consortium Member

Assessment:

Lorraine has served as a Staffer to the Benzene Health Research Consortium supporting the Oversight Committee. In that role, she is responsible for meetings arrangements, minutes, financial reporting, contracts, and coordination with other committees in the consortium.

Lorraine's strengths are in organizing all the various pieces of this large project. She was receptive to a visit by a Shell financial person who reviewed records. Recommendations from that activity were positively received and incorporated into a vastly improved financial reporting system for the consortium. She exhibits a positive attitude and a willingness to work hard. Improvements during this year include more prompt distribution of minutes for review and better confirmation of decisions before they are recorded.

An area for improvement would be maintaining focus on the agenda item being discussed without drifting to other topics.

Assessor Signature: Patsy M. Clegg_____

Date: January 9, 2004_____