



Employee Evaluations

Name: _____ Hour: 1 2 3 4 5

A week after you sent Mr. Larson the “Manager Expenses” Excel workbook, you come to work after school and the employees are acting nervous.

You ask one of your friends what is going on. Your friend tells you that that Mr. Larson is here again, and he was been with the manager in his office most of the day. Your friend also tells you that the rest of the employees think the manager is going to be fired! You change your clothes and start your shift. As you are washing and slicing fresh tomatoes, the office door opens and the manager asks you to wash your hands and go see Mr. Larson in the office.

You are nervous, but quickly wash your hands and go into the office. Mr. Larson shuts the door and with a smile on his face, explains that he thought your previous project looked good. He hands you a gift certificate from an expensive steak restaurant in town and tells you that your next date is on him, and he suggests you try the dry aged prime rib.



He goes on to tell you that he was visiting with the manager about a new system to track how the employees are doing their jobs. He asks you if you would mind creating a spreadsheet that the manager could quickly fill out every week based on his own observations, and the customer comment cards that customers leave in the “suggestion” box by the door. He tells you to use fake names and scores for now, and if he likes the spreadsheet, he will have the manager replace the fake data with the real information later.

You tell Mr. Larson that you would be happy to work on it and that you think you can have it done in a few days. Mr. Larson hands you a paper that contains the topics that he and the manager were discussing and you fold it up, put in your pocket, and return to cutting up tomatoes.

Draw a line through each sentence or use **highlighter pen** to ensure that you do not skip a step.

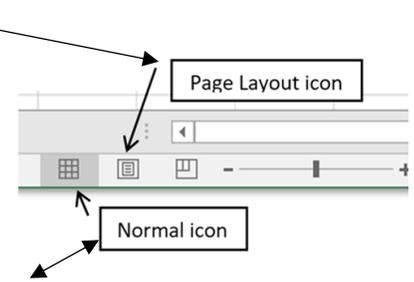
1. Open the template called “Template – HHH Evaluations” and save the file as “HHH Employee Evaluations” under your “Documents” folder. You will have to type in the data by hand if you are at home.

	A	B	C	D	E	F
1	Employee Evaluations					
2						
3		Productivity	Accuracy	Attitude	Attendance	Total
4	Pts. Poss.	10	10	10	50	?
5						
6	Kristen	7	8	8	43	?
7	Stockton	10	9	10	49	?
8	Madison	8	8	9	48	?
9	Kaibree	6	7	7	45	?
10	Case	5	5	4	20	?
11	Alexis	7	8	7	35	?
12	McKinlie	6	7	8	40	?



Put this in your portfolio!

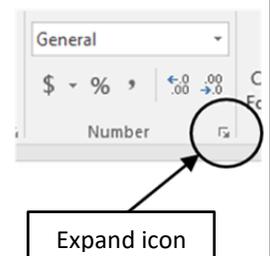
- Change the name of Sheet 1 to "Employee Evaluations".
- Using "Custom Margins" set your top and bottom margins to 1" and the left and right margins to .5". Turn on the option that centers your spreadsheet Vertically and Horizontally on the page.
- We want to turn the paper sideways; this is called "Landscape". To do this, go to PAGE LAYOUT – PAGE SETUP – ORIENTATION and choose LANDSCAPE.
- We want to include a header and footer on the project. To access the headers and footers, you can (1) go to either INSERT – HEADER AND FOOTER, (2) go to VIEW – WORKBOOK VIEWS – PAGE LAYOUT, or, (3) down in the bottom right corner of Excel and click on the "Page Layout" icon.
- The header should say "Happy Hamburger Hut – Rupert, Idaho" in the top center and it should be in the font called Poor Richard size 24. The footer should say "Prepared by Your Name" in the left side of the footer and should be in Poor Richard size 14. In the right portion of the footer, it should say "Page #" and it should be in Poor Richard size 14 as well.
- After you have the header and footer done, you need to click on the "Normal" icon to go back to work. If you prefer, you could instead go to VIEW – WORKBOOK VIEWS – NORMAL.
- "Productivity", "Accuracy", "Attitude", "Attendance" and "Total" need to be in the centered in the cells.
- Make the columns wide enough to fit your mouse cursor if necessary.
- In the "Total" column, use the SUM formula to add up all the appropriate numbers to the left. Mr. Larson will teach you a cool trick that will allow you to finish the formulas much faster!
- Type the words "Highest", "Lowest", and "Average" into the correct cells.



	A	B	C	D	E	F
14	Highest	?	?	?	?	?
15	Lowest	?	?	?	?	?
16	Average	?	?	?	?	?



- Get our your "Formula Notes" handout and be prepared to learn three new formulas. Now, enter in the formulas to calculate the appropriate information. Do not include the total points possible in your formula or you will get the wrong answers. You will have some average scores with decimal places and some without any decimal places, this is normal because of how division works.
- We want two decimal places on the average row. Select all the numbers on the average row and click on HOME – NUMBER – EXPAND (Expand is the small arrow pointing down at an angle in the bottom right corner of the Number group). When the dialog box opens, go to the Number tab, and choose the Number category. Change the decimal places to "2" and then put a checkmark in the "Use 1000 Separator" box. The 1000 separator turns commas on if the number is larger than three digits in length. Although our numbers do not need it, it is a good idea to always turn it on anyway.



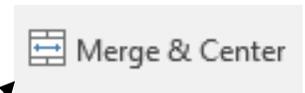
14. Insert a new column between "Attitude" and "Attendance". To do this, select column E and then go to HOME – CELLS - INSERT – INSERT SHEET COLUMNS. To the right of this direction you will see the new data that will need to add to your project.
15. Do not forget to put in the appropriate formulas in cells E14, E15, and E16.
16. Enter the following information into the appropriate cells. Do not make the columns any wider. It is ok for "Grading Scale" to overlap into cell B18.

	E
3	Punctuality
4	10
5	
6	9
7	10
8	9
9	8
10	4
11	7
12	8
13	
14	?
15	?
16	?

	A	B
18	Grading Scale	
19	A	?
20	B	?
21	C	?
22	D	?
23	F	?



17. In column B, enter the formulas to determine the minimum scores needed for each grade. Mr. Larson didn't tell you if you were supposed to round up grades or not, but you decide to round up since many of your teachers at school do. As you know, most teachers consider a 89.5% and above an A in class, so you use the following scale: A=89.5%, B=79.5%, C=69.5%, D=59.5% and an F=59.4%. You multiple the Total Points Possible by the percent each letter grade is equal to. The formula would be =G4*89.5% to find out if they would get an A.
18. On the grade scale, we want to round the numbers up or down to the nearest whole number. Select all the grading scale numbers and then turn off the decimal places.
19. Bold all the words in row 3. Italicize "Highest", "Lowest" and "Average". Click in cell A1 and turn on Bold.
20. In cell H3 type "Percent" and make sure the computer put the text in the center of the cell and also made it bold like the adjacent cells are.
21. Skip down to cell H6 and use a formula that divides the points the student earned by the total possible points. Now, using this same basic formula, calculate the percent each employee earned.
22. Select all the answers you just calculated and go to HOME – NUMBER – EXPAND. In the dialog box go to the Number tab and choose the Percent category and change the decimals to 0.
23. Look at the sample spreadsheet below this direction. See how the "Employee Evaluations" looks like it is in one large cell on top of all the other columns? In order to do this to the assignment, you need to select cell A1 through H1. After the cells are selected, go to HOME – ALIGNMENT and choose the "MERGE AND CENTER" icon.



	A	B	C	E	F	G	H
1	Employee Evaluations						
2							
3		Productivity	Accuracy	Attitude	Addendance	Total	Percent

24. Select ***all*** the cells in the sheet and change the font to Calibri 12.
25. If you need to, make the columns wider so the information fits in them.
26. You decide to change some of the employee's scores to ensure that all your formulas recalculate everything correctly. Change Case's attendance score to 26 and Madison's productivity score to 4.
27. You decide that "Employee Evaluations" looks too small, so you change it to size 16.
28. Turn on your Gridlines and your Row and Column Headings.
29. We want to impress Mr. Larson so we go to INSERT – ILLUSTRATIONS – ONLINE PICTURES and type in "Employee Evaluation" and find a clipart that would look nice. Once it is inserted, it MUST go on the right side of the grading scale section. It cannot go above row 18 and cannot go below row 23 either.
30. Spellcheck your project.
31. Show Mr. Larson your work by doing CTRL - ~.
32. Print your work and make sure there are no mistakes or other obvious problems.
33. On the bottom of the paper, write a paragraph convincing Mr. Larson why doing well in school is important and why you think a future employer would want to look at your report card.
34. Turn the assignment into the bin once your writing prompt is complete.
35. Save your work and close the file.



I am sorry Case, but since your employee evaluation is the worst one in the group, I have no choice but to fire you.



Mr. Larson is in his office doing employee evaluations