

To:

R. Boie

6317/7030-63

Sindelfingen

Classification:

IBM PERSONAL & CONFIDENTIAL

From

Date:

October 28, 1985

Name & Tie/Ext.:

Michael J. Cadigan/855-5745

Title/Dept. Name:

Wet Line Processes

Location/Internal Zip:

292/250-2

Electronic Address:

STD Endicott

I T P S Code:

Subject:

Performance of Michael Korzin

Reference:

Reinhard, I would like to provide you with feedback on the performance of Michael Korzin during his liaison assignment in Endicott (1/85 through 12/85). As you know, Michael reported to me as his technical manager. I invited Michael to my staff meetings and made every attempt to keep him informed of happenings in Endicott. I have listed what I see as the key objectives of a liaison and some comments as to Michael's performance in each of these areas:

o Communication To Management - Michael made every possible attempt to inform the management team of occurrences in Sifi. Communicating mainly with Voya Markovich and myself, Michael provided us with oral and written updates of developments in Sifi. The reports were timely and concise.

o Communication With Development/Quality/M.E. - Michael made it a point to discuss his reports and his own personal thoughts with the other Engineering Communities. With his main involvement being CBS, Michael found himself interacting with almost all of the ME organization along with Development under Don Seraphim.

o Meeting Attendance - Michael made it a point to attend the key meetings, i.e. CBS Updates, Weekly Engineering and Production Meetings. I also commend Michael on his preparation for presentations and the way he would summarize his conclusions. One last note worth mentioning here, Michael if not invited to a meeting and wishing to go, would always ask the permission of management prior to attending.

o Translation of Technical Data - Michael has always provided timely translations of Sifi data and offers to review each package to ensure that the points were understood.

o Meeting Organization - Michael coordinated two of the CBS workshops for me and did an outstanding job. Having done one myself, the meeting scheduling and follow-up is indeed a time consuming task.

To summarize, it has been a pleasure to have Michael Korzin as part of my "team". Michael has shared his technical recommendations with me and the other managers in an open exchange of ideas and thoughts.

In closing, I recommend that a feedback summary document be established for liaison assignments in order to provide the employee's manager with a concise evaluation of his/her employee's performance while on assignment.


Michael J. Cadigan

MJC/1b

cc: J. Brauer