



PERFORMANCE REVIEW FORM FOR EXEMPT EMPLOYEES

NAME: Mark Chestnut POSITION TITLE: Product Manager

GROUP: DOS Marketing REVIEW PERIOD: 12/15/89-6/15/90

Instructions to the Manager:

1. Give the review form to the employee for his/her evaluation of work performed since the last review.
2. Once completed, determine your own evaluation and ratings of the employee's performance. Discuss these ratings with the employee and fill out the final overall rating below.
3. Finally, jointly establish objectives and pertinent performance factors for performance planning for the next review period and schedule periodic feedback sessions.

Instructions to the Employee:

1. In one or two sentences, describe the overall function or purpose of your position.

Manager overall DOS marketing activities. Act as the champion for DOS, own global responsibility for insuring the success of the product. Develop and implement marketing plans, manage and drive OEM relationships, manage DOS P&L and DOS packaged product business.
2. Complete both sections entitled Major Activity/Objective and Performance Factors evaluating your performance since the last review. Evaluation comments should be specific and concise.
3. Return the review form to your manager for his/her rating, and once completed, discuss the ratings and pertinent performance factors for you and your position, future objectives, and follow-up discussions during the review period.

RATING DEFINITIONS: Ratings should be given in 0.5 increments. For example, 3.5 is a valid rating, but 3.7 is not.

- (5) EXCEPTIONAL PERFORMANCE: Consistently exceeds all position requirements; work consistently exceeds quantity, quality, cost, and time standards. Consistently meets highest standards of excellence.
- (4) EXCEEDS PERFORMANCE STANDARDS: Consistently exceeds most position requirements and expectations. Work exceeds most standards often; meets high standards of excellence.
- (3) MEETS PERFORMANCE STANDARDS: Consistently meets requirements and job standards; may require assistance with complex or new assignments. Work regularly meets standards of fully competent performance.
- (2) NEEDS IMPROVEMENT: Does not meet standards of the job consistently; may need additional time-in-job, further training or more than normal supervision; may meet some position requirements but possess one or more performance deficiencies in critical job areas.
- (1) UNSATISFACTORY: Falls short of minimum requirements in critical aspects of job.

FINAL OVERALL NUMERICAL RATING (to be completed by manager): 4.0
This rating should be a composite of the Major Activity/Objective and Performance Factor sections.
Remember that 5 is high and 1 is low.

EMPLOYEE: [Signature] DATE: 7/12/90
(Your signature does not necessarily mean that you agree, but affirms that this review has been discussed in detail with you.)

MANAGER: [Signature] DATE: 7/12/90

APPROVING MANAGER: _____ DATE: _____

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NOTE: This page may be reproduced to include additional activities/objectives.

MAJOR ACTIVITY/OBJECTIVE:

Generate widespread acceptance of DOS 5.0 among OEM accounts worldwide, get their commitment to ship aggressively.

EMPLOYEE'S EVALUATION:

Much was accomplished towards this objective. I presented DOS 5 to key OEMs during extended trips to Europe and the Far East, and worked closely with key OEMs in the U.S. I also worked closely with OEM sales, providing presentation materials and regular updates on the competitive threat from DRI's new release. I also implemented an early ship program to assist our most significant OEMs in shipping the product in an aggressive timeframe. As a result of these efforts, virtually all of our key OEMs are excited about DOS 5 and are incorporating DOS 5 into their near term product plans.

MANAGER'S EVALUATION AND RATING:

Good groundwork for DOS 5.0. I get very positive feedback from OEM regarding your materials + presentation. The DOS 5.0 early shipper program will be very valuable for the success of DOS 5.0

MAJOR ACTIVITY/OBJECTIVE:

Effectively combat the competitive threat of DRI and other DOS clone providers.

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EMPLOYEE'S EVALUATION:

During this evaluation period, I discovered early on DRI's plans for DR DOS 5.0 and implemented a competitive response plan which included:

1. Contacting all major resellers in the U.S. and informing them early on about our product plans for the DOS 5 RUP. DRI has been unsuccessful in gaining reseller distribution for its product, and is currently only offering its product through OEMs and through a direct 800 number.
2. Getting the word out to OEMs earlier than planned about our plans for DOS 5. I met with a number of OEMs personally and provided a presentation/script to the domestic and international OEM sales groups. By the end of March, virtually all of our OEMs worldwide were informed about DOS 5, which diffused DRI's ability to capitalize on a window of opportunity with these OEMs.
3. Focusing on those accounts vulnerable to DRI. I worked closely with OEM sales on those accounts which seemed particularly vulnerable - Poqet, Tandon, Acer, etc. As a result, no major OEM account has been lost to DRI.
4. Taiwan visit and OEM seminar in June - 2 days before DRI's seminar there to announce DR DOS 5.0. No Taiwan

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