

ASSOCIATION EMPLOYEE EVALUATION FORM

Employee Name:	Evaluation Period: From: _____ To: _____	Job Title:
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DEFINITIONS

Poor - Performance meets <u>few</u> requirements of the job function/objective.	Needs Improvement - Performance <u>meets some, but not all</u> requirements of the job function/objective.	Average - Performance requirements are <u>adequately met</u> in all aspects of the job function/objective.	Above Average - Performance <u>frequently exceeds</u> expectations in one or more aspects of the job function/objective.	Outstanding - Performance is <u>consistently exceptional</u> in all areas of the job function/objective.
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PERFORMANCE RATING	Poor	Needs Improvement	Average	Above Average	Outstanding
1. <u>Quality of Work</u> - Thoroughness of work and ability to consistently perform work of high quality that is accurate and complete. Comments: _____	1 2	3 4	5 6	7 8	9 10
2. <u>Dependability</u> - Reliability in completing assigned tasks. Dependability in following instructions. Ability to stay on task and perform work without constant supervision. Good attendance. Comments: _____	1 2	3 4	5 6	7 8	9 10
3. <u>Quantity of Work</u> - Volume of work accomplished and the promptness with which it is completed. Comments: _____	1 2	3 4	5 6	7 8	9 10
4. <u>Cooperation</u> - Attitude of providing excellent customer service in interactions with members, other staff and the general public. Demonstrates an attitude of teamwork with management and other staff members. Comments: _____	1 2	3 4	5 6	7 8	9 10
5. <u>Association Knowledge</u> - Exceptional understanding of overall association activities, services, and policies. Conversant on the challenges and problems of association and the members. Handles member/non-member inquiries effectively and efficiently. Comments: _____	1 2	3 4	5 6	7 8	9 10
6. <u>Initiative</u> - Demonstrates self-motivation in completing assignments. Constantly developing new work methods to improve performance and/or productivity. Comments: _____	1 2	3 4	5 6	7 8	9 10
7. <u>Judgment</u> - Makes sound decisions based on thorough analysis. Comments: _____	1 2	3 4	5 6	7 8	9 10
8. <u>Communications</u> - Outstanding ability to communicate (both oral & written) with members and staff. Comments: _____	1 2	3 4	5 6	7 8	9 10
PERFORMANCE RATING (CONTINUED)	Poor	Needs Improvement	Average	Above Average	Outstanding

10. <u>Job Specific Projects/Objective</u> A) B) C)	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10

Describe the goals set during the previous evaluation period and explain whether these goals were not achieved, achieved, or exceeded (referencing Question 10 above):	List the goals to be attained by the employee before their next review with their expected completion date:
Describe any specific area(s) of the employee's job performance needing improvement:	Describe the employee's understanding of the vision and goals of association:

OVERALL PERFORMANCE RATING (BASED ON QUESTIONS 1-10 AND REVIEW OF GOALS)	1	2	3	4	5	6	7	8	9	10
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Signature of Manager (If applicable)	Date	Signature of President	Date
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Employee Comments	