



Performance Review & Development Plan

The purpose of this evaluation is to assess the employee's performance and to provide recognition for accomplishments and feedback for improvement. Follow the guidelines on the previous page and be sure to complete all sections.

Employee Information		
Employee Name: Click here to enter text.	Position Title: Click here to enter text.	
Today's Date: Click here to enter text.	Supervisor's Name: Click here to enter text.	
Hire Date: Click here to enter text.	This is (Check One) Annual Review <input type="checkbox"/> 90 Day <input type="checkbox"/>	
Goals, Output & Results: List specific goals established for the review period and the employee's performance throughout the period in achieving the goals. Select a rating for each goal based on level of achievement. In the comments section, describe key accomplishments, the quality of the work, suggestions for improvement and other important factors.		
Rating Scale: Use the following rating scale to rate the employee's performance against set goals for the review period. 3 – Exceeds Expectations; 2 – Meets Expectations; 1 – Below Expectations		
Goal/Objective: Indicate the specific objective set for the review period.	Results: Comment on completion of specific action items, timeliness in completion, additional action needed, and general feedback.	Rating
1. Employee can use MyRec to create accounts, issue Membership cards, process registrations, process payments, create programs/events, monitor facility capacity levels, run reports and other documents with no assistance.	Click here to enter text.	Click here to enter text.
2. Employee can schedule use of all Town Facilities and invoice accurately and correctly with no assistance.	Click here to enter text.	Click here to enter text.
3. Employee can use department phone(s), computers, copier/printer/scanner, Microsoft Office programs, Google Drive/Office programs and MyRec with no assistance.	Click here to enter text.	Click here to enter text.
4. Employee will assist as needed with social media posting and planning activities for events sponsored by the Town and/or Recreation Department.	Click here to enter text.	Click here to enter text.



<p>5. Employee will assist as needed with supporting the seasonal Recreation Department programs acting in a liaison communication role, follow-up for certifications, recruitment and/or onboarding support etc.</p>	<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
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Competencies and Job Functions: Rate the employee on their performance of core competencies related to their position for the review period. In the comments section provide specific examples of how the employee exhibited these competencies in their performance or where improvement is needed.

Rating Scale: Use the following rating scale to rate the employee's performance against set goals for the review period.
3 – Exceeds Expectations; 2 – Meets Expectations; 1 – Below Expectations

<p>Customer Service: Effectively delivers positive interaction with constituents as required by their role, demonstrating customer focus, commitment to problem resolution, and in general meeting constituent needs and creating a positive customer experience.</p>	<p>Rating</p>
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<p>Attention to Detail: Completes work with accurate results, few mistakes, or need for correction. Employee completes Clerical Duties and assignments with little to no issues.</p>	<p>Rating</p>
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<p>Decision Making and Initiative: Makes decisions, when appropriate, that are timely and effective. Makes the effort and is thorough in gathering all necessary information to make the best, most informed decisions before taking action.</p>	<p>Rating</p>
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<p>Personal Planning & Time Management: Employee is organized, plans work before taking action. Sets objectives and establishes priorities. Adheres to schedules and systematically works toward accomplishing goals and objectives. Projects an image of being in control. Employee follows the Request Off Policy and arrives on time for their shift.</p>	<p>Rating</p>
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	to enter text.
Team Orientation: Employee maintains good working relationships with all team members, and follows established procedures, processes, etc. to contribute to the effective performance of their team and organization. Keeps all parties informed of job progress and problems and leverages internal resources amongst all teams to ensure the best service and solution is being provided. Is professional and respectful in communication with teammates, and helpful to all.	Rating
Click here to enter text.	Click here to enter text.

Achievement of Results: How well the employee utilizes knowledge, skills, and abilities to perform within the role in a way that delivers results against their established position accountabilities and goals, and provides value for the organization as a whole. Includes their ability and willingness to take initiative and to make constructive suggestions within their scope of work.	Overall Rating
Rating Scale: Use the following rating scale to rate the employee's performance against set goals for the review period. 3 – Exceeds Expectations; 2 – Meets Expectations; 1 – Below Expectations	
Click here to enter text.	Click here to enter text.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____