



PERFORMANCE APPRAISAL

Employee Name:	
Employee Title:	
Client:	
Supervisor:	
Date:	

Overall Rating	
----------------	--

Performance Reporting Period	From:		To:	6/30/2013	
Type of Evaluation (please put an X in the applicable box):	Annual		Probationary		Out of Cycle

Rating Scale:	3. Exceeds Expectations. Always Meets and Sometimes Exceeds Job Requirements and Expectations.
	2. Meets Expectations. Accomplishes the Position Requirements
	1. Needs Improvement. Rarely Meets Job Requirements and Expectations (Please include Plans for Improvement in the Comments section below for employees with any ratings of 1)

Job Knowledge/Skills	Rating
Has the skill level, knowledge and understanding of all aspects of their job. Understands co-workers jobs and continues to keep current with their technical skills.	

Customer Service	Rating
Ensures the Island Breeze Production experience for members and guests by maintaining the standards set in Island Breeze's' Mission Statement/Values; Standards and Expectations'	

Attitude	Rating
Demonstrates poise, maturity, positive attitude and self confidence in the accomplishment of tasks and communication with others; accepts suggestions for improving the quality of their work and develops and implements appropriate plans of action to enhance effectiveness; Willing to take on additional responsibilities.	

Communication	Rating
Listens to others, expresses ideas, both orally and in writing, and provides relevant and timely information to management, co-workers, subordinates and guests.	

Teamwork	Rating
Gets along with fellow employees, respects the rights of other employees, and shows a cooperative spirit. Accepts the goals of Island Breeze and works toward achieving these goals.	

Dependability	Rating
The employee complies with instructions and can perform under unusual circumstances. The employee comes to work as scheduled and follows all break rules. Follows through on their job assignment and any added tasks.	

Safety	Rating
The employee works in a manner to avoid accidents , has safety awareness, and has shown the ability to care for Island Breeze and client property and keep workspace safe and tidy.	

Productivity	Rating
Uses time effectively to produce a high level of work. Displays effective and prompt decision making. Completes work in an accurate and thorough manner. Their work product complies with Island Breeze's policies and procedures and all quality standards.	

Two Things That The Employee Should Continue To Do

Two Things That The Employee Should Stop Doing

Two Things That The Employee Should Start Doing

Development Plan/Performance Improvement Plan

--

Employee Comments

Employee Signature: _____	Date: ____/____/20____
I understand that my signature only indicates that I have been informed about the contents of this evaluation and discussed it with my supervisor. I understand that I have the ability, within the next thirty days, to write comments which will be attached to this performance evaluation.	
Supervisor signature: _____	Date: ____/____/20____

Note: Please send in complete document, not only signature page.

|