

**WILLIAMS LAKE & DISTRICT CHAMBER OF COMMERCE EMPLOYEE
PERFORMANCE ASSESSMENT**

Employee Name: _____

Period Ending: _____

Number of full months worked this year ____

Division* M ____ E ____ MS ____

**M=Membership, E=Event, MS=Member Support*

I. OPERATIONS

Score 5 4 3 2 1 NA* (Five being high)

- a) Achieving budget goals _____
- b) Establishing program budgets _____
- c) Initiating programs _____
- d) Cash and invoice controls _____
- e) Contribution to WILLIAMS LAKE CHAMBER OF COMMERCE growth of
_____ operation including membership,
revenue and program
- f) Exercise sound buying practices when purchasing necessary office supplies,
printing services, activity items, _____

II. PROMOTION

Score 5 4 3 2 1 NA* (Five being high)

- a) Contribution to the overall promotion of the Chamber _____
- b) Have efforts improved the image of the Chamber? _____
- c) Does the employee present themselves well at functions, i.e. dress, speech, body language, networking _____
- d) Is the employee a good WILLIAMS LAKE CHAMBER OF COMMERCE Ambassador?

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III WORK HABITS

Score 5 4 3 2 1 NA* (Five being high)

- a) Exhibit good work habits with respect for people and promptness _____
- b) Attendance at work _____
- c) No. of External interruptions at work _____
- d) Employee use of office/communications Equipment – normal, higher than normal _____
- e) Interpersonal Skills (Ability to get along) _____

V ORGANIZATIONAL SKILLS

Score 5 4 3 2 1 NA* (Five being high)

- a) Employee neatness of work _____
- b) Clarity of communications both oral & written _____
- c) Organization of workload daily & task _____
- c) Ability and willingness to exceed minimum work requirements. _____
- d) Accuracy of work including minutes, messages and events. _____
- e) Organization of events, programs, committees, meetings, agendas and minutes. _____
- f) Meets deadlines on time _____
- g) Organization of work area, tools & materials _____
- h) Ability to anticipate program and event needs _____
- i) Ability to cold call for memberships, sponsors etc. _____

VI PERSONAL CONDUCT

Score 5 4 3 2 1 NA* (Five being high)

- a) Adherence to dress code _____

- b) Professional conduct in public confrontations _____
- c) Employee telephone and public relations skills _____
- d) Consideration for fellow workers needs _____
- f) Do external influences adversely affect the public, members or staff morale? _____

OVERALL RATING ON SECTIONS I ____ II ____ III ____ IV ____ V ____ VI ____

OVERALL RATING OF ALL SECTIONS AVERAGED _____

Employee Name _____ Date _____

Additional Comments and/or staff strategy for next six months.

Executive Director (signature)

Staff (signature)

OVERALL EMPLOYEE PROGRESS REVIEW – RATING DEFINITIONS

Ratings: 5 to 1 with five (5) being the highest and one (1) the lowest.

5. Exceeds all job requirements. Little room for improvement. Achieved maximum possible results. Extremely highly motivated and committed to meeting goals. Highly creative in all parts of the job.
 4. Exceeds most job requirements. Shows positive creative effort and tackles new challenges with enthusiasm. Takes full advantage of opportunities presented and approved.
 3. Makes honest effort to meet job requirements. Several improvements needed which are expected to be made. Needs encouragement. Well motivated to improve performance.
 2. Performing below minimum job requirements. Wide range of improvements needed but very little improvement taking place. Some effort present, however motivation definitely too low Urgent improvement needed. Probation if required for definite period.
 1. A long way below job requirements. Wide range of improvements needed. Very little visible effort being made to improve. Motivation much too low. Probation is required for a short, definite period. Failure to dramatically improve performance as identified can result in termination.
- NA = Grading not applicable to position.
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Rating:

- | | |
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| “E” | 1. Excellent , Individual performs all tasks in an exceptional manner. Requires little or no supervision. |
| “G” | 2. Good , Individual performs many tasks well and all other tasks adequately. |
| “S” | 3. Satisfactory , Individual performs all tasks satisfactorily. Requires normal supervision. |
| “F” | 4. Fair , Individual performs most tasks satisfactorily but not all. Requires more than normal supervision. |
| “U” | 5. Unsatisfactory , Individual fails to perform many tasks, requires close and constant supervision. |

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1. When Required Annual review – to be conducted during employee’s anniversary month.

 New Employee – to be reviewed within 30-40 days but not later than 6 months.

 Termination – an exit review will be prepared on all terminating employees.

 Other – when an employee performs in an exceptional manner, or when performance falls below standard.
2. Who Will Prepare: Executive Director
3. Rating: See Page 4 Attached
4. Overall Rating: A summation, not necessarily the same as the individual’s characteristics.
5. General Comments: Summation of the individual’s strengths weaknesses and steps to be taken to improve weak areas as well as potential for increased responsibility and job promotion.

 Overview of staff work strategy and/or accomplishment during the next six months. This will be the basis for the next performance appraisal.
6. Review: Executive Director