

FALLS CREEK RANCH ASSN.

EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

Period of Evaluation: From: _____ **To:** _____

Supervisor name conducting evaluation: _____

The Ranch Manager's performance evaluation should be conducted at least once a year, preferably in the Spring. The evaluation shall relate to the employee's responsibilities and duties as set forth in Manager's job description. The Ranch Liaison/Manager Supervisor is responsible for conducting the evaluation with the Manager and submitting the signed evaluation to the Board of Directors. The Board recommends the evaluation include input from relevant Committee Chairs or resident volunteers who frequently interact with the Manager.

Job knowledge and skill level:

Comments:

Quality of work (thoroughness, accuracy, adherence to standards and safety):

Comments:

Quantity of work (productive use of time, meets work schedules/deadlines, ability to manage several responsibilities simultaneously):

Comments:

Communication (effectiveness in dealing with others, communicates effectively and timely with supervisor, provides timely work log, professionalism):

Comments:

Work habits (dependable, cooperative, adaptable to changing approaches and ideas of work, level of independence and initiative, work attitude):

Comments:

Administrative tasks (time management, record-keeping, regulatory agency reporting):

Comments:

What areas of responsibility can the employee improve his performance and training? How will this be done?

What assistance can the Board of Directors or the Liaison/Supervisor provide to support the employee?

Employee Comments: _____

Employee Signature **Date**

Supervisor Signature **Date**