

Team Member Name: _____

Date: _____

Evaluation Form

Evaluation Type 90 days 9 Months Yearly Other

COMMENTS

Looking back over this past evaluation period and Job Description, please explain areas of responsibility this individual excelled in and areas that need improvement. Report on last years goals and then set new SMART goals for the coming year. *If more space is needed please write on back.*

TEAM MEMBER

List areas that you excelled in over the past evaluation Period

List those areas that need improvement from this past evaluation Period

TEAM LEADER

List those areas that TM excelled in during past evaluation Period

List those areas that need improvement from this past evaluation Period

Specific Measurable Achievable

Relevant Time based - GOALS

Report on previous years annual goal

GOAL SET BY TEAM MEMBER FOR NEXT PERFORMANCE REVIEW

1. _____

TM Signature: _____ Date: _____

Report on previous years annual goal

GOAL SET WITH LEADER FOR NEXT PERFORMANCE REVIEW

1. _____

TL Signature: _____ Date: _____

Executive TL Signature: _____ Date: _____

Evaluation Instructions

Please use the following guidelines when filling out your Evaluation:

- 1) Review your Job Description and use it to determine areas you have excelled in and areas you need improvement. A "Rated Job Description" (see instructions below if applicable) is required for Team Members at the end of their learning period (approx. 90 days), 6 months after learning period and when requested by their Team Leader. Team Members that are transferred into new positions will follow this same evaluation schedule with their learning period being approximately 90 days.
 - 2) Fill out your Evaluation sheet completely by putting notes about areas that you excelled and areas that you need to make improvements. Report on your previous years annual goal, and then set a SMART goal for the coming year (see definition below).
 - 3) When you complete your evaluation please sign Evaluation Form & Job Description and turn it into your Team Leader.
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Job Description Performance Rating

Assign one of the letters below to each area on your Job Description (under the row marked TM) that best describes your performance.

"**A**" - You are *consistently* doing a *good* job in this area.

"**N**" - You need to work on becoming *more consistent* or *improving* in at least one or more aspects of this area.

"**E**" - You go *above* the call of duty *consistently* in this area ("E" is very difficult to obtain).

When you have completed rating your performance, please sign the Job Description and attach to your evaluation.

Goal Setting

*Remember, every goal needs to be a SMART goal.
Use the following guidelines to see if the goals you set are SMART.*

S Specific – Explicitly describes the desired action in understandable detail. This provides a more clear target.

M Measurable – Identifies specific details that describe successful goal achievement. Measures help you know exactly what you are accountable for, allow you to track progress, and help determine how well you achieved the goals.

A Achievable - Goal can be completed with available resources. This prevents "pie in the sky" goals & ensures that they are reasonable and attainable.

R Relevant - The goal should link directly to the following: the individual's job, BLVD's Core Purpose, Values, Mission Statement, and Dept. Purpose Statement.

T Time-based - Clearly states when the goal will be achieved.