

Current Preferences Report

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Park District Coordinator Performance Appraisal

Name:

Conference Date: 11/05/2001

Position:

Evaluation Period:

Evaluator: Bill Craig

Leadership

Consistent with District policy, Mr. Smith devotes substantial time and energy to providing leadership in the areas of program development, personnel supervision, and facilities management. This is most often demonstrated through systematic observation, evaluation, and planning in each of these areas. Mr. Smith places significant emphasis on participant reaction to Park District programs and uses this information to development recommendations for improvement which are faithfully implemented following approval by District officials.

Quality indicators.

- N/A Demonstrates leadership in program development.
- N/A Guides subordinate employees toward improvement in the performance of their duties.
- N/A Completes evaluation of employees according to District policy.
- N/A Ensures appropriate maintenance of facilities to which assigned.
- N/A Ensures appropriate setup of facilities for anticipated uses.
- N/A Develops appropriate recommendations for the improvement of programs to which assigned.
- N/A Faithfully implements the plans for improvement approved by District officials.

Program Development & Administration

Mr. Smith consistently meets with appropriate staff to plan, organize, and supervise those District programs to which assigned. Special attention is devoted to operating each program within the allotted budget and getting maximum benefit from resources devoted to program activities. Mr. Smith systematically reviews feedback from program participants and staff for use in developing plans for program improvement.

Quality indicators.

- N/A Develops plan for programs and receives approval prior to their implementation.
- N/A Develops support from affected staff regarding program development and implementation.
- N/A Skillfully organizes the human and material resources needed for program success.
- N/A Systematically supervises those programs to which assigned without excessive intervention.
- N/A Operates each program assigned within its allotted budget.
- N/A Uses feedback from program participants and staff to development plans for improvement.

Personnel Supervision

Mr. Smith systematically guides the recruitment, training, and supervision of volunteers and district employees for those activities to which assigned. Guidance in orientation and training is a particular strength. Once employed and trained, Mr. Smith is diligent in ensuring the systematic observation of employee performance. Periodic conferences are held to discuss these observations and to convey suggestions for improved performance.

Quality indicators.

- N/A Guides the recruitment of volunteers & employees in advance of their need for assignment to programs.
- N/A Systematically orients and trains all individuals to whom assigned.
- N/A Systematically observes volunteer and employee performance.
- N/A Conducts periodic appraisal conferences to convey suggestions for improved performance.
- N/A Recommends continued training for volunteers and employees as appropriate.

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Facilities Management

Mr. Smith skillfully manages the maintenance, scheduling, and use of the facilities important to the programs to which assigned. Facility maintenance plans are routinely reviewed with appropriate employees. Mr. Smith consistently works well with other District employees to reach scheduling consensus. Facilities needs assessments are completed periodically to ensure adequate housing for District programs.

Quality indicators.

- N/A Maintenance schedules are systematically reviewed.
- N/A Needed maintenance work is scheduled and completed in a timely manner.
- N/A Facilities are scheduled for program use after reaching consensus with District co-workers.
- N/A Needs assessments are conducted periodically to ensure adequate facilities for District programs.

Essential Behaviors

Mr. Smith has been dependable and reliable in the performance of all assigned duties. Consistently punctual, Mr. Smith has maintained a good record of attendance and has earned a reputation as a good worker who completes assigned tasks. Mr. Smith appears to have a good working relationship with other employees and program participants.

Quality indicators.

- N/A Demonstrates dependability.
- N/A Is consistently reliable in the performance of assigned duties.
- N/A Is consistently punctual for assigned work times.
- N/A Maintains solid record of attendance with absences only for approved reasons.
- N/A Maintains good working relationship with other employees.
- N/A Maintains good relationships with program participants.

Commendations

Mr. Smith has taken work seriously during this evaluation period. All programs under Mr. Smith's supervision have run smoothly. Volunteers and new employees have been well trained and seem to be working well. Importantly, all programs are operating within their assigned budget constraints. Keep up the good work.

Recommendations

You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

Bill Craig
Evaluator

Date

I have discussed the information contained in this document with my evaluator and was given the opportunity to ask questions about its content.

Name

Date