

# Current Preferences Report

Confidential

## Park District Instructor Performance Appraisal

Name:

Conference Date: 11/05/2001

Position:

Evaluation Period:

Evaluator: Bill Craig

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### Preparation and Planning

Mr. Smith prepared a complete activities plan prior to the first meeting with participants. All activities were consistent with program goals set by District officials. Appropriate activities sufficient to fill the allotted time were planned and appropriate materials were used in all scheduled meetings of this activity.

Quality indicators.

- N/A A complete plan for this activity was in place prior to the first meeting with participants.
- N/A Planned appropriate activities to fill each scheduled meeting.
- N/A All activities planned were consistent with program goals set by District officials.
- N/A Each meeting with participants contained sufficient high quality activities to fill the allotted time.
- N/A Appropriate materials were in place for each scheduled meeting of this activity.

### Quality of Scheduled Activities

Mr. Smith skillfully included the components essential to each planned activity. The following components were consistently in evidence: introduction, clear objective, good content, check for participant understanding, and activity closure.

Quality indicators.

- N/A Consistently focused participant attention with good activity introductions.
- N/A Consistently expressed a clear objective for each scheduled activity meeting.
- N/A Activity content for each scheduled meeting was consistently of good quality.
- N/A Checked for participant understanding and progress during each scheduled meeting.
- N/A Skillfully brought each planned activity to closure.

### Instructional Performance

Mr. Smith began each scheduled activity with a good introduction. Participants consistently appeared to be motivated. Mr. Smith demonstrated good technique to participants, then allowed time for them to practice. Mr. Smith was consistently attentive to participant questions and tried to be helpful. The pace of each activity was varied skillfully to allow all participants to experience success.

Quality indicators.

- N/A Conveyed enthusiasm for each scheduled activity.
- N/A Successfully motivated participants in each scheduled session.
- N/A Demonstrated good technique for participants.
- N/A Consistently allowed appropriate time for participant involvement.
- N/A Answered participant questions and provided guidance as appropriate.
- N/A Skillfully varied the pace of each activity session to involve all participants.

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## Workspace Management

Mr. Smith consistently demonstrates good workplace awareness and technique. In all dealing with staff and program participants, Mr. Smith uses good judgement and observes the approved protocols for safety and confidentiality. Mr. Smith generally manages time well and prioritizes work consistent with District expectations. Excessive or inappropriate absences have not been a problem.

Quality indicators.

- N/A Observes established safety protocols when using all equipment in assigned workspace.
- N/A Inventories and orders supplies and materials as appropriate.
- N/A Manages time well to complete assigned work on schedule.
- N/A Prioritizes non-routine tasks for completion consistent with District expectations.

## 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 completed 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 scheduled activity sessions have been conducted according to District expectations, and attendance suggests at these sessions suggests participants are pleased. Keep up the good work.

## Recommendations

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

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**Bill Craig**  
**Evaluator**

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**Date**

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

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**Name**

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**Date**