



THE ALASKA CLUB
Staff Evaluation (1-page)

Employee: _____ Supervisor: _____
Employee #: _____ Date: _____ Date of hire: _____
Title: _____

1= Fails to meet requirements 2=Improvements needed to meet requirements
3=Meets requirements 4=Consistently exceeds requirements 5= Exceptional

1. Job Description : Have a copy available to review during meeting.
2. Specific Duties: (as outlined in job description)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. General Areas:

Initiative

Relationships with co-workers

Relationships with members

Attitude (Manners, Appearance, etc.)

Dependability (Attendance & Punctuality, etc.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Overall rating _____

5. Goals:

What do you want to achieve in this job? _____

Short Term? _____

Long Term? _____

Life Goals? _____

How can we assist? _____

6. Reevaluate the job description: (Is this really the job that you are doing? How should the job description be changed?)

7. How can I (supervisor) assist you more to achieve the goals set?

Supervisor

Date

Employee

Date

Signing this does not mean that the parties totally agree with this review, but it indicates the review was completed.



THE ALASKA CLUB

Dear _____

This letter is to remind you of your performance evaluation.

Our meeting is scheduled for the _____ of _____ 20____ at _____am/pm.

Please complete the attached self-evaluation form and bring it with you to our meeting.

Have a great day!

Employee Self-evaluation

(To be filled out by employee before evaluation meeting)

1. What are some of your major accomplishments during the review period?
2. Describe, as precisely as possible, the type of work you would like to do in the near future. Include longer range aspirations, if known.
3. Describe those areas which you would most like to improve.
4. Describe any strengths or talents you have that you are not using at this time.
5. What do you find most satisfying about your job?
6. What do you find most frustrating about your job?
7. Is there any area in which your supervisor can assist you in improving?
8. Do you feel your performance has been evaluated in a fair and objective manner? **Yes** **No**
(This question will be filled out at the end of the evaluation.)

Comments: