



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:



THE ALASKA CLUB Performance Evaluation

Name: _____ Job Title: _____

Date of Hire: _____ Review Period: _____ to _____

Date of Review: _____ Next Review Date: _____

Please refer to the following definitions:

E - Excellent. Job performance is clearly outstanding and consistently exceeds the highest standards of the position.

G - Good. Job performance is almost always above standard.

S - Satisfactory. Job performance meets all or most of the necessary requirements of the job as expected of a seasoned and well qualified employee.
This is a positive rating.

N - Needs Improvement. Job performance is marginally acceptable, however, the individual needs to improve to reach minimum company standards in some areas.

U - Unsatisfactory. Job performance is unacceptable and consistently fails to meet the minimum standards of the job.

Performance Characteristics

The purpose of this section is to evaluate how effectively the employee has carried out his/her assigned duties on his/her present job. Base your review on the individuals actual performance.

Your rating should apply to the performance record over the entire period covered by the review, not just the most recent performance.

Specific Job Task: (Please specify)

Comments:

E G S N U

Specific Job Task: (Please specify)

Comments:

E G S N U

Specific Job Task: (Please specify)

Comments:

E G S N U



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Comments:

E G S N U

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Comments:

E G S N U

Specific Job Task: (Please specify)

Comments:

E G S N U

Knowledge of Job: A clear understanding of job duties and the importance of the job to The Alaska Club's success.

Comments:

E G S N U

Quality of Work: Thoroughness, accuracy, neatness and the ability to meet specific deadlines. Displays proper service attitude.

Comments:

E G S N U

Productivity: Demonstrated accomplishments, volume of work and responsibility to specific assigned areas and duties.
Shares the workload.

Comments:

E G S N U



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Dependability: Conscientious, responsible, completes work on time and good attendance.

Comments: **E G S N U**

Initiative: Creative, highly motivated, very willing, works well without supervision, seeks out duties and new ways of doing things.

Comments: **E G S N U**

Cooperation: Ability to work with peers and supervisory staff, work reflects a positive attitude and genuine interest in his/her work.

Comments: **E G S N U**

Member Relations: Constantly aware of members' needs. Ability to service members in a personal and professional manner.

Comments: **E G S N U**

Appearance: Dress, grooming and personal cleanliness meet standards outlined in the employee handbook.

Comments: **E G S N U**



Goals and Accomplishments

[illegible]

This plan should include ways to improve employee's effectiveness in their current job. It should also include a specific plan for how employees can improve in areas identified as a need for strengthening. Please make sure to include a timeline and standards of performance of measurement.

[illegible]

Evaluation of Overall Performance

Overall Rating: (circle one)

Unsatisfactory

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Date _____