

CHEHALEM PARK AND RECREATION DISTRICT

STAFF EVALUATION AND PROMOTION

Form 5A

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

Assignments \_\_\_\_\_

Period of Supervision From \_\_\_\_\_ To \_\_\_\_\_

*This evaluation helps you to evaluate yourself as well as aid the Supervisors in evaluating their staff members. This form can be used most effectively as an aid in counseling an employees strong as well as weak points. Staff evaluations should be conducted periodically and privately. All evaluations are strictly confidential.*

**Personal Relations.** *Has good public relations, gets along with his/her peers, supervisors, and groups assigned*

Standards are \_\_\_\_\_  
Not Met Met Exceeded

Comments: \_\_\_\_\_

**Personal Appearance.** *Dresses appropriately to the job; is neat and clean.*

Standards are \_\_\_\_\_  
Not met Met Exceeded

Comments: \_\_\_\_\_

**Cooperation.** *Works harmoniously with others; is part of a team effort.*

Standards are \_\_\_\_\_  
Not Met Met Exceeded

Comments: \_\_\_\_\_

**Organization.** *Maintains an orderly, well kept work environment; plans ahead, doesn't neglect work that has to be done.*

Standards are \_\_\_\_\_  
Not Met Met Exceeded

Comments: \_\_\_\_\_

**Dependability.** *Is consistent; does job whether being observed or not and doesn't need close supervision.*

Standards are \_\_\_\_\_  
Not Met Met Exceeded

Comments: \_\_\_\_\_

**Initiative.** Takes necessary or appropriate action on own responsibility; seeks out and readily accepts responsibility

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Creativity.** Has talent for new ideas; for finding new and better ways of doing things; is imaginative.

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Job Knowledge.** Has knowledge to do the job and is continually seeking additional information to do job better

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Attitude in relation to the quality and quantity of work.** Constantly trying to improve; accepts constructive criticism without resentment; willing allows directions; highly motivated

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Judgement.** The ability to think clearly under pressure and remain calm in crisis situations; to arrive at logical conclusions; is fair and just to employees

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Leadership.** Has the ability to lead and influence others in such a way as to obtain their confidence, respect, and loyal cooperation.

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

**Economy.** Is effective in utilizing equipment, supplies and staff; has good understanding of budget; constantly aware of financial status.

Standards are \_\_\_\_\_  
Not Met Met Exceeded  
Comments: \_\_\_\_\_

Reason for report \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification of Conference: I certify that I have had an opportunity to review this evaluation. This does not necessarily mean that I agree with the specifics of the evaluation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMPARATIVE EVALUATIONS

OVERALL EVALUATION:

- |       |    |                |       |    |                            |
|-------|----|----------------|-------|----|----------------------------|
| _____ | 1. | Unsatisfactory | _____ | 4. | Effective & competent      |
| _____ | 2. | Below Average  | _____ | 5. | Excellent, seldom equalled |
| _____ | 3. | Average        | _____ | 6. | Outstanding                |

If item 1 or 6 is checked, a specific justification is required:

\_\_\_\_\_  
\_\_\_\_\_

I recommend \_\_\_\_\_ for a merit and step raise.  
(name & position)

\_\_\_\_\_  
Supervisor Date \_\_\_\_\_

PROMOTIONAL POTENTIAL:

- \_\_\_\_\_ 1. Does not demonstrate a capability for promotion at this time.  
\_\_\_\_\_ 2. Performing well in present grade. Should be considered for promotion along with contemporaries.  
\_\_\_\_\_ 3. Demonstrates capability for increased responsibility. Consider for advancement ahead of contemporaries.  
\_\_\_\_\_ 4. Outstanding growth potential based on demonstrated performance. Promote well ahead of contemporaries.

I recommend \_\_\_\_\_ for \_\_\_\_\_  
(name & position) (promoted position)

\_\_\_\_\_  
Supervisor Date \_\_\_\_\_

FOR SUPERINTENDENT'S USE ONLY:

Request approved \_\_\_\_\_ Rejected \_\_\_\_\_ Effective date \_\_\_\_\_  
Approved grade \_\_\_\_\_ Step \_\_\_\_\_ Comments \_\_\_\_\_  
Signature \_\_\_\_\_

Distribution: Original - Employees Personnel File  
Copy - Employee