

Part I: APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (Negotiated with employee during previous evaluation).

	Objectives		
	Exceeded	Met	Not Met
Inventory filing needs restructured - plan on having this done by end of 2023.	X		
Fill out all Inventory paperwork and scan into G Drive.		X	
Help clean up the G Drive so it's more organized.		X	
Clean out the storage room of outdated materials and dispose of properly.	X		
Go thru filing cabinets in the conference room and dispose of all old material.	X		

Part II General Appraisal of Employee Performance

			Performance Evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality	Work generated is complete, correct, and accurate. Work is presented in a logical format and conforms to program requirements	X		
4	Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.		X	
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	Follow –up	Maintains control of workloads, allocates resources to ensure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.	X		
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.		X	
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages to co-workers in a clear, complete and timely manner.	X		

PART III: EXPLANATION OF RATINGS CHECKED IN PART 1 AND PART 2

(Describe outstanding achievements and/or reasons for 'Not Met' or 'Needs Improvement' ratings) (include remedial action)

PART IV: EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD (Ranked in priority order)

My goals for 2024:

Assist Executive Director with funding and grant opportunities by compiling service provider, as well as board grant budgets.

Assist Executive Director with preparation and review of local contracts with service providers.

Assist Executive Director with review and maintain office budget.

PART V: SIGNATURES

- I DO CONCUR WITH THIS EVALUATION
- I DO NOT CONCUR WITH THIS EVALUATION

EMPLOYEE SIGNATURE

DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR AN INCENTIVE AND OR SALARY INCREASE, FUNDS PERMITTING.

EXECUTIVE DIRECTOR SIGNATURE

DATE

Executive Director's Notes: Sheryl continues to learn the many moving parts and responsibilities of the fiscal job. Her keen eye for detail is an asset in the fiscal arena and she has been able to make improvements to the process.

I appreciate the hard work that Sheryl has demonstrated this reporting period, as well as her continued efforts to seek ways to improve the process and recommend that she receive an incentive bonus for her efforts. I look forward to watching her continued growth next year.