PERFORMANCE ASSESSMENT AND CAREER DEVELOPMENT PLAN

# Name \*

First Name Last Name

# Position \*

**Review Period**

Overall Performance

What accomplishments this past season are you most proud of? Which goals did you meet? Which goals fell short?

What motivates you to get your job done?

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Strengths

What personal strengths help you do your job effectively? What makes you the best fit for your position?

What skills do you have that you believe we could use more effectively?

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Areas of Improvement

What 2-3 things will you focus on in the next season to help you grow and develop?

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Current Role

Which job responsibilities/tasks do you enjoy most? Which do you least enjoy? How do you think your role helps the club succeed?

What do you like least about your current role? What would you change? What do you like most about working for the club?

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Future Outlook

What are your most important goals for the next season?

What professional growth opportunities would you like to explore in order to get there?

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Manager - Employee Relationship

What (if any) concerns do you have when it comes to giving me feedback? How can I alleviate those concerns?

How do you prefer to receive feedback and/or recognition for your work?

Team Member Behavioural Competency

*Behavioural Rating Legend:*

RATING DESCRIPTION

A Always acts correctly in this area and is effective beyond

expectation

B Consistently acts correctly in this area and is always

effective

C Generally acts correctly in this area and is effective

D Generally acts correctly in this area but improvement is

required

E Rarely acts correctly in this area and is not effective

Behavioural Competency

Please use the Legend above to rate your competency in the following areas:

Employee Employer

Customer Service Orientation - Developing relationships by listening to and making efforts to understand our stakeholders (both internal and external, e.g. clients, suppliers, key stakeholders, as well as other team members); anticipating and, if required as part of the role, providing solutions to stakeholders. Always prioritising stakeholder’s satisfaction.

Planning / Work Management - Effectively manages ones’ time and resources to ensure that work is completed efficiently and effectively, setting and achieving goals, and where applicable establishing procedures to monitor the results.

Positive and Proactive Attitude - Possess and continually cultivate a positive attitude towards problem solving. Show initiative and be proactive in identifying possible areas for improvement and introducing solutions. Negative comments to other staff in regards to Management decisions or actions are strongly discouraged.

Communicating Ideas and Information - Clearly expressing ideas both on a one-to- one basis and in group situations (including non-verbal communication); expressing ideas effectively in written format.

Flexibility - Maintain productivity and effectiveness in varying environments, with difficult tasks, duties and people; achieving results in a dynamic, demanding, legislative compliant environment.

Internal Staff and Management - To provide support and assistance when required. To maintain a team orientation working towards common group goals. To always work towards achieving the higher level business objectives through the provision of effective support.

Integrity / Self-Management - Displaying loyalty the business and others; acting professionally even when customers cause anger and frustration; behaving ethically both in conducting internal and external business activities.

Comments / Feedback

*Employee Comments (please comment below regarding any matters you may like to be known, that have not been raised above.)*

# Date \*

Month Day Year