

ATHENS ECONOMIC DEVELOPMENT CORPORATION

Annual Growth and Development Review

2018

Name: _____

Position: _____

Supervisor: _____

Department: AEDC

Employee Instructions: Please complete and return your section of the review to your immediate supervisor by the deadline established by your manager. Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since your last review. If you have been employed less than a year, this evaluation should reference performance since your date of hire.

Supervisor Instructions: Submit completed review with the Supervisor's Section completed at the conclusion of the appraisal process. This appraisal should be reviewed and signed by the employee prior to submitting to Human Resources for placement in the employee's personnel file. Please return all reviews by the deadline established by Human Resources.

(Section below to be **completed by the Employee** who is being evaluated.)

1. Since your last review, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.

2. List any job specific training that you would like to acquire that is not currently offered.

3. Please list an area where you feel, as an employee, you could improve and develop performance.

4. Do you have any specific goals for the upcoming year? If so, please share those goals and how you plan to accomplish them.

5. How can your manager directly assist you to be a better employee? (Be specific)

Employee's Signature: _____ Date: _____

SUPERVISOR SECTION:

Employee Name: _____

E – Exceeds Expectations, M – Meets Expectations, N – Needs Improvement

(Circle One)

<i>CUSTOMER SERVICE</i>	The extent to which the employee provides prompt, high quality service to vendors, staff, Board and prospects.	E	M	N
<i>COMMUNICATION</i>	Creates effective working relationships by information sharing.	E	M	N
<i>TEAMWORK</i>	Consensus building and using active listening skills. Co-workers are our partners concept.	E	M	N
<i>ACHIEVEMENT</i>	Ability and willingness to achieve organizational and individual goals by seizing opportunities, learning from experience, attention to detail, accuracy and meeting assigned deadlines.	E	M	N
<i>FLEXIBILITY/ INNOVATION</i>	Initiates new ideas/exhibits creative thinking and grasps new concepts.	E	M	N
<i>TECHNICAL EXCELLENCE</i>	Apply and develops specific skills necessary to perform their current job. Looks for ways to efficiently utilize AEDC resources.	E	M	N
<i>TIME MANAGEMENT</i>	The extent to which the employee minimizes non-productive activities at work and accomplishes assigned tasks on time.	E	M	N
<i>OVERALL RATING</i>	Summary rating based on all aspects of the employee's performance.	E	M	N

(Also, complete the following for all Exempt Personnel, Supervisors & Managers)

<i>LEADERSHIP</i>	The extent to which the leader/manager provides proper leadership and guidance for employees in areas of responsibility.	E	M	N
<i>DECISION MAKING</i>	Accepts assigned levels of responsibility and authority to make decisions necessary to guide employees and service customers.	E	M	N

GENERAL COMMENTS _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

(signature reflects that supervisor ratings reviewed with employee)