

Employee Name: \_\_\_\_\_

## Managerial and Supervisory Competencies

*For Department Heads and Supervisors*

		Exceeds	Meets	Needs Improvement	Score
<b>Values:</b> Leads by example by supporting and modeling the Village of Bald Head Island's Mission, Vision, core values, policies, practices and procedures.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Servant Leadership:</b> Displays the desire to serve, meets the needs of others before self, active listener, gives appreciation, praises others in recognition, and sets a high standard. Committed to the employees and community at large.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Development:</b> Provides direction, sets expectations, delegates work assignments, gives authority to work independently, holds the employee accountable, provides recognition for results, exhibits confidence in others, motivates others to perform well, encourages growth, includes employees in planning and developing skills.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Relationships:</b> Engages, collaborates and builds relationships within and outside of the organization to help accomplish the mission, vision and objectives of the Village.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Planning and Organization:</b> Prioritizes and plans work activities, uses time efficiently, plans for additional resources, champions and integrates positive change, sets goals and objectives, works in an organized manner. Includes the direction and vision of the leader in the day to day operation of the department.					
<b>Supervisor Comments:</b>					

**Total Score:** \_\_\_\_\_



**The Village of Bald Head Island**  
Performance Evaluation

**Employee Information**

Employee's Name:	
Direct Supervisor's Name:	
Department:	

**Performance Data**

Job Title		Position Hire Date:	
Review Period			
Status: FT or PT:			
Previous Job Classification:			

**Follow Up**

Follow up Meeting	Date	Supervisor Initials	Supervisor Comments	Employee Initials
Mid-Year				
Other follow-up coaching/counseling				

**Performance Scale and Rating Descriptions**

Scale	Description
3	<b>Exceeds:</b> Consistently does outstanding work, regularly going beyond what is expected of employees in this job due to the effort and skills of the employee. Employee generally is doing a very good job.
2	<b>Meets :</b> Performance consistently met job requirements, and the quality of work overall met the expectations.
1	<b>Needs Improvement:</b> Performance may occasionally fail to meet all job expectations, improvement is needed. This may be typical or expected for a new employee during their probationary period. However an employee past the probationary period, a development plan to correct performance, including timelines and needs for monitoring for measuring progress will be put in place.
	<b>SUPERVISORS:</b> Any rating where needs improvement is listed, provide an explanation of training, coaching, mentoring to be done in the Supervisory comment section.

\_\_\_\_\_ *Employee's Signature*

\_\_\_\_\_ *Print Name*

\_\_\_\_\_ *Date*

**Page 2: Village of Bald Head Island Mission & Vision Goals ~ Core Competencies**

*Vision: Our Vision is nothing less than realizing our team's full potential in providing quality public service, through mutual respect, trust, communication and enhancement of community values.*

*Exceeds=3, Meets=2, Needs Improvement=1*

		Exceeds	Meets	Needs Improvement	Score
<b>Customer Service:</b> Demonstrates positive interactions with both internal and external customers					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Safety:</b> Demonstrates attention to safety; follows departmental safety policies.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Communication:</b> Demonstrates effective listening skills, provides feedback to appropriate department personnel in a timely manner.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Ethics, Values and Stewardship:</b> Consistently exhibits high standards in the areas of honesty, integrity, fairness, trust and respect. Practices responsible use of people, time, money, equipment, supplies, parts and organization facilities to accomplish work-unit or organization objectives.					
<b>Supervisor Comments:</b>					

Page 3		Exceeds	Meets	Needs Improvement	Score
<b>Job Knowledge:</b> stays current on current department practices, does not perform duties that are unnecessary, follows department policies, practices and procedures.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Appearance and Habits:</b> Wears assigned work uniform or follows department dress code.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Attendance:</b> Follows work schedule, leave reques and call out policies and procedures.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Accountability:</b> Follows Village or department policies, practices and procedures. Takes responsibility for mistakes or errors.					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Diversity/Cultural Competence/Equity:</b> Works effectively with fellow employees, residents and visitors to the Island. Treats everyone equally without showing favoritism.					
<b>Supervisor Comments:</b>					

Page 4		Exceeds	Meets	Needs Improvement	Score
<b>Adaptability:</b> Responds to changing situation by finding the best way to handle the situation. Learns new skill, performs work in different ways, and is professional in difficult or challenging situations.					
Supervisor Comments:					
		Exceeds	Meets	Needs Improvement	Score
<b>Problem Solving/Judgment:</b> Resolves problems in a timely manner and contributes to team problem solving.					
Supervisor Comments:					

Total Score: \_\_\_\_\_

Page 5: **Department Competencies**

*Job Duties necessary for this individual to effectively perform their job or special project..*

*Exceeds=3, Meets=2, Needs Improvement=1*

		Exceeds	Meets	Needs Improvement	Score
<b>Required Skill</b>					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Required Skill</b>					
<b>Supervisor Comments:</b>					
		Exceeds	Meets	Needs Improvement	Score
<b>Required Skill</b>					
<b>Supervisor Comments:</b>					

**Total Score:** \_\_\_\_\_

Employee Name: \_\_\_\_\_

Page 6: **Goals**

Mutually agreed on goals for career growth and development, or project completion.

(check appropriate box)

Goal		Completed Yes/No
(Insert New Goal Here)		Yes: _____ No: _____
<b>Supervisor Comments:</b>		
Goal		Completed Yes/No
(Insert New Goal Here)		Yes: _____ No: _____
<b>Supervisor Comments:</b>		
Goal		Completed Yes/No
(Insert New Goal Here)		Yes: _____ No: _____
<b>Supervisor Comments:</b>		

Employee Name: \_\_\_\_\_

Page 7: **Additional Performance Factors**

**RECOGNITION:** Employee received recognition of going above and beyond?

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**DISCIPLINARY:** Verbal discussion, written warning, suspension, performance improvement plan, coaching or additional training being recommended

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**EDUCATION/CERTIFICATION:** Certifications and/or classes related to their essential duties/work, during this review?

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# Performance Summary

Name: \_\_\_\_\_

Supervisor Comments:

Employee Comments:

I have read and discussed this performance evaluation with my supervisor: \_\_\_\_\_

*Employee Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name*

I have discussed this performance evaluation with the employee: \_\_\_\_\_

*Supervisor Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Print Name*

Approved by: \_\_\_\_\_

*Department Head Signature & Date*

Received by: \_\_\_\_\_

*Human Resources Signature & Date*