

Employee Performance Review

(To be completed by the Manager)

Employee: Kayla Dresinger

Position: Eco Adventures Supervisor

Date: 3/19/2015

Goal Review

List each goal and describe individual performance in accomplishing each goal as identified in the previous Review.

1)	4	5%
2)	4	5%
3)	4	10%

Accomplishments

List three major accomplishments during review period.

- 1) Created retail and activity sales goals for winter season, communicated weekly status and determined monthly top sales performers.
- 2) Completed monthly inventory
- 3) Re-evaluated needs & revised schedule after unexpected staff departure

Core Competencies

Describe strengths and weaknesses in each of the competencies below.

Teamwork:

- Respect for coworkers, customers, vendors and managers
- Straightforward, positive and direct when dealing with coworkers, customers, vendors

Comments/Example:

Kayla always conveys maturity and sincerity when dealing with coworkers, customers & vendors. She quickly earned the respect of her employees, as her enthusiasm and expectation of success are contagious.

Task Completion:

- Completes tasks as assigned and follows through with the appropriate communication or action
- Creates solutions that add value to the business
- Delivers quality products by doing quality work

Comments/Example:

The commitment Kayla has shown to this job is remarkable; she has superb time-management skills and continually impresses me with her ability to complete projects with little to no supervision by the determined date. She has been integral in the creation of new products, improvement of our employee manual & enhancement of staff communication.

Rating

1 to 5

Weight

When it comes to safety, Kayla focuses equally on the safety of the guest and the employee. Our biggest opportunity to focus on safety is when we have an instructor out with either kids or a group of snowbikers. Kayla has committed to shadowing said instructors to uphold our safety standards. **See Goal #1 below

Must =100% → 100%

Goals/objectives for the coming year (identify a minimum of 3):

- 1) Create interactive training manual with standards & deadlines for new & returning staff
- 2) Shadow instructors to provide feedback and maintain excellence & safety
- 3) Update and/or determine official policies
- 4) Implement beginner snowbike product for Winter 2015-16 and increase snowshoe revenue with additional offerings and fresh perspective.

Individual Development Goals

List three areas of opportunity to sharpen employee's strengths.

- 1) Improve ability to multi-task
- 2) Build relationships with professionals in Telluride community
- 3) Become familiar with SalesForce technology
- 4) Increase patience when it comes to guests & self-expectations

Individual Development Plan

Timeline and plan to accomplish development goals.

Overall Performance Rating: average of **valued** sections above.

4.25

- =5 **Outstanding** - Performance consistently far exceeds job requirements.
- =4 **Exceeds Expectations** - Performance consistently meets and frequently exceeds job requirements.
- =3 **Successful** - Performance fully meets job requirements.
- =2 **Needs Improvement** - Performance meet some, but not all, job requirements.
- = 1 **Unsatisfactory** - Performance is below job requirement