

**MANAGEMENT AND ADMINISTRATIVE STAFF
PERFORMANCE PROFILE**

EMPLOYEE NAME	Mary Smith
POSITION HELD	Program Director
TODAY'S DATE	1/6/2017

OVERALL PERFORMANCE RATING

100% 93% EXCELLENT

KEY WORK GOALS

OVERALL GOALS RATING

50% 93%

GOAL DESCRIPTION	DESIRED RESULTS	PCT WORTH	PCT AWARDED	COMMENTS
Program Participant Satisfaction	Participant Satisfaction Survey Rating above 75%	10%	100%	
Satisfaction of Supervised Employees	Employee Satisfaction Survey Rating above 75%	15%	95%	
Cost Containment	Revenues Exceed Expenses	15%	70%	
		10%	80%	
		10%	80%	
		10%	100%	
		10%	100%	
		10%	100%	
		5%	100%	
		5%	100%	

OTHER AREAS OF ASSESSMENT

OVERALL OTHER AREAS OF ASSESSMENT RATING

50% 93%

QUALITY	FURTHER DESCRIPTION	PCT WORTH	PCT AWARDED	COMMENTS
Works to Full Potential		10%	100%	
Quality of Work		10%	95%	
Work Consistency		10%	70%	
Communication		10%	80%	
Team Work		10%	80%	
Productivity		10%	100%	
Creativity		10%	100%	
Dependability		10%	100%	
Relationship with Beneficiaries		10%	100%	
Relationship with Supervised Employees		10%	100%	

ADDITIONAL COMMENTS