

**APPENDIX A  
NORTH COUNTRY REGION USA VOLLEYBALL  
PERFORMANCE EVALUATION FORM**

<b>Employee Name:</b>	<b>Employee Position:</b>
<b>Review Period:</b>	<b>Review Date:</b>
<b>Review Provided By Laura Bush, NCR Executive Director</b>	

**■ INDIVIDUAL PERFORMANCE FACTORS TO BE APPRAISED**

<b>Administration and Program Development:</b>			
<ul style="list-style-type: none"> <li>Assures that areas of responsibility have a short term as well as long-range strategy which achieve its mission with consistent and timely progress.</li> <li>Promotes active and broad participation by relevant stakeholders</li> <li>Maintains a working knowledge of significant developments and trends in providing services provided by the organization, USA Volleyball and other organizations</li> </ul>			
<input type="checkbox"/> <b>Excellent</b>	<input type="checkbox"/> <b>Good</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
Comments:			
<b>Tournament and Events Development:</b>			
<ul style="list-style-type: none"> <li>Creates and executes strategies to grow tournaments, events, and relevant partnerships</li> <li>Provides leadership for tournament directors and relevant stakeholders of areas of responsibility</li> </ul>			
<input type="checkbox"/> <b>Excellent</b>	<input type="checkbox"/> <b>Good</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
Comments:			
<b>Management:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<input type="checkbox"/> <b>Excellent</b>	<input type="checkbox"/> <b>Good</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
Comments:			
<b>Budget and Finance:</b>			
<ul style="list-style-type: none"> <li>Up to date on budget during fiscal year. Communicates relevant budget information (insight, concerns, ideas, etc..) to Executive Director.</li> <li>Works with the relevant staff and Executive Director in preparing the annual budget.</li> <li>Creates strategies to grow revenue, cut costs, form partnerships to fund areas of responsibility</li> </ul>			
<input type="checkbox"/> <b>Excellent</b>	<input type="checkbox"/> <b>Good</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
Comments:			
<b>External Communications:</b>			

- Keeps the Executive Director fully informed on the condition of areas of responsibility and all important factors influencing it.
- Publicizes the activities of areas of responsibilities, its programs and goals.
- Establishes sound working relationships and cooperative arrangements with community groups and organizations that impact accomplishing the mission of the organization.
- Represents the programs and point of view of the organization to key stakeholders, outside constituents and the general public.

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Initiative / Independent Action –**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Communication –**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Flexibility –**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Creativity / Innovation – .**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Problem Solving / Decision Making –**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments:

**Time Management / Attendance –**

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
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Comments: None

**Attitude/Team Player:** the extent to which the Tournament and Event Manager exhibits a positive, enthusiastic and helpful attitude, and contributes to team environment.

