



Annual Leadership Review Packet

Name: _____

Annual Leadership reviews are performed for the purpose of evaluating past performance and establishing objectives for the future. This review process is a tool for managers, supervisors, and employees to help measure performance and assists in identifying needs within the organization in the areas of training, communication and equipment.

The effectiveness of this review depends on clear, honest communication of expectations, establishment of obtainable objectives, and honest dialog.

Please complete the attached documents and arrange to meet with your Leader this month.

Send completed reviews to the office of Kert Parsley (in a confidential envelope) no later than the end of this month.

Executive Leader: _____

Kert Parsley: _____



LEADERSHIP PERFORMANCE APPRAISAL

Employee Name: _____ Job Title: _____

Date of Appraisal: _____

1. **Team Leadership**: Motivates and inspires team to their highest potential. Ensures meaningful participation, collaboration and work toward shared goals. Effectively coaches and develops subordinates toward reaching desired results in a fair and consistent manner.

Comments: _____

Areas to improve: _____

2. **Communication**: Clearly communicates goals to team, possesses strength of clear, concise, consistent communication to team and to peers as necessary to ensure success. Effectively conveys information in both written and verbal formats in a professional, direct but tactful manner; effectively receives communication from others.

Comments: _____

Areas to improve: _____

3. **Idea Leadership**: Consistently challenges one's self for innovative thinking, proactively creates and sells ideas to managers and peers, able to carry ideas to implementation, able to build on others' ideas

Comments: _____

Areas to improve: _____

4. **Handling complexity and judgment:** Able to analyze large amounts of data to obtain meaningful information, able to make a recommendation or decision based on solid assumptions when solving complex problems, able to evaluate situations and draw appropriate conclusions.

Comments: _____

Areas to improve: _____

5. **Attitude in job:** Exhibits a positive outlook, enthusiasm, and general interest in the company and the job. Has personal integrity, is open and honest, and earns trust of co-workers.

Comments: _____

Areas to improve: _____

6. **Adaptability:** Displays control and flexibility in complex, ambiguous or stressful situations, is resourceful and versatile in responding to changing demands and opportunities. Learns from experiences and is committed to continuous learning and growth.

Comments: _____

Areas to improve: _____

7. **Planning and organization:** Plans and organizes to complete work within needed timelines, evaluates the importance of alternative tasks, establishes appropriate priorities and allocates time accordingly; able to manage multiple projects and tasks effectively.

Comments: _____

Areas to improve: _____

8. **Delegation:** Delegates work to team members appropriately, uses strengths and skills of team members to complete tasks and projects efficiently; clearly communicates expectations and required outcome of delegated work, empowers and motivates team members toward collective purpose.

Comments: _____

Areas to improve: _____

9. **Building and sustaining relationships:** Develops relationships with others throughout the organization based on mutual respect and trust. Listens actively and contributes freely, recognizes the value of teamwork, cooperates with and effectively influences those with whom he/she comes in contact.

Comments: _____

Areas to improve: _____

10. **Job Description:** Review job description with employee. Does the attached job description reflect the current status of the employee's job?

Comments: _____

Areas to improve: _____

List the two main accomplishments that you have seen in this staff member this past year.

1. _____

2. _____

What two goals would you like to see met in the coming year?

1. _____

2. _____

Additional comments by Supervisor:

At all times, employment with James River Assembly is considered to be “at-will,” and the employer/employee relationship may be terminated at any time for any lawful reason by either party. A good performance appraisal is not a promise of continued employment.

Your signature acknowledges that this review was presented to you. It does not imply that you agree with the comments, evaluation or the overall rating.

Supervisor Signature

Employee Signature

Date: _____

Date: _____