



**Evaluation of Strengths/Weaknesses:**

GENERAL FACTORS/CATAGORIES	RATING (S/W)	COMMENTS
1. PUNCTUALITY/DEPENDABILITY	S	There is never a time you cannot depend on her. She is never late to meetings or events.
2. ABILITY TO FOLLOW POLICY/PROCEDURE	S	Jo Ann prefers to have policies and procedures in place. If she finds there is a need for one she is proactive in creating and bringing forward for approval.
3. STRATEGIC THINKING	S	Has played an active role in the creation and follow through of the organizations strategic direction. Great input during the strategic process and shows understanding of the idea of the plan and how it should guide the organization. In regards to day to day strategy, although daily needs can be overwhelming, prioritizations are made and work always gets done.
4. DECISION MAKING	S	Shows strong decision making ability in her MLS work with both LPS and CREN in regards to performance and ideas for better efficiency of the product to the member.
5. ABILITY TO PROBLEM SOLVE	S	One of her greatest strengths is optimism and the ability to see prospective solutions to anything. Nothing is impossible, and when she sets her mind to it she can be very determined in finding a solution.
6. MEMBER COMMUNICATIONS (HOW WELL DO YOU INTERACT WITH MEMBERS?)	S	As one of the most valuable assets to the organization, her customer service skills are excellent and she has a broad useful knowledge base. She is always helpful and tends to every member that requests her assistance or advice.
7. INTROFFICE COMMUNICATIONS (HOW WELL DO YOU SUPPORT EACH OTHER?)	S	Very supportive and a great team member. Assists whenever she can wherever she is needed and communicates well. Great support to executive staff.
8. MEETING PARTICIPATION	S-O	Prefers to be involved in meetings and committee ideas and processes. She is always helpful, but may overextend

		herself in certain aspects of committee needs. Could practice more assertion when she feels strongly about certain issues.
9. CREATIVITY	<b>S</b>	Creative genius. She continues to impress in this area. Also noted is the fact she has requested some specific training to focus on the technical side of her creativity.
10. CONFIDENCE	<b>S-O</b>	Jo Ann is an extremely talented individual. However, she sometimes lacks the confidence needed to get backing on certain perspectives or ideas on committee work or needs she has of the organization. Confidence and assertion could be excellent areas for growth. She also has a tendency to want to do everything herself and could work on delegating abilities as well.
11. LEADERSHIP	<b>S-O</b>	Leadership growth will also come with confidence. The more confident she feels about decisions she makes the more leadership ability she will show.
12. INDUSTRY LAW/REGULATION	<b>S</b>	Jo Ann has a great knowledge of MLS rules and regulations. I would like to see her get more involved in state and national MLS issues and opportunities to excel her level of involvement in MLS progression throughout our state and within CREN.
13. SELF MOTIVATION	<b>S</b>	If there is an opportunity to be explored, Jo Ann has researched it. She is very self motivated to find solutions and create best practices and is always looking for opportunities for improvement.
14. PUBLIC SPEAKING	<b>O</b>	This is an ongoing area of improvement. However, there has been significant growth in the past year in this area. Jo Ann has gone from a shy antisocial group speaker to the life of the crowd. She has taken toastmasters to improve on her skills and continues to excel as she grows her teaching curriculum and participates in membership meetings.

**Plan of Action:**

Areas of focus for the next year include broadening Jo Ann's technology knowledge base and involvement in MLS activities. Involvement in NMUG meetings and idea sharing is recommended. Professional development in regards to advances in technology and office networking would also be a benefit to the association. It is suggested to research and explore any classes or other opportunities that may be available to grow in this area, and present a suggested plan for the year for continued advancement.

**Recommendation:**

*Jo Ann should receive a cost of living wage increase of an amount deemed reasonable by the Board of Directors as well as an additional vacation day.* She will continue to work 40 hours/wk and will maintain the privilege of 88 hours vacation, and 40 hours personal time (128 hrs total) that may not be carried over and rolled into the next year. Also included are 9 paid holidays: New Year's Eve and Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after, and two days at Christmas. Education benefit will be maintained at \$1000. Monthly health benefit will be \$200 per month.

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**Executive Officer's Signature      Date**

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**Employee Signature      Date**