



		as licensing laws, MLS rules and regulations.
3. STRATEGIC THINKING	<b>S</b>	Continues to be an active participant in the strategic direction of the organization. Understands the changing needs of members and the importance of communicating its value proposition. Jo Ann's thinking process is very structured so she thrives in a well-organized environment.
4. DECISION MAKING	<b>S/O</b>	Maintains strong decision making ability in regards to MLS needs and troubleshooting. Has shown improvement with confidence regarding and ability to educate committee members of her role and encourage more group involvement in committee activities.
5. ABILITY TO PROBLEM SOLVE	<b>S</b>	This is one of Jo Ann strongest attributes and the reason she is valued as the member's source for MLS solutions.
6. MEMBER COMMUNICATIONS (HOW WELL DO YOU INTERACT WITH MEMBERS?)	<b>O</b>	Strong communication skills. Opportunity is seen to introduce more diverse methods of communication to ensure effective dissemination to the membership.
7. INTROFFICE COMMUNICATIONS (HOW WELL DO YOU SUPPORT EACH OTHER?)	<b>S/O</b>	Very supportive team member. Great support to executive staff. Assists whenever she can wherever she is needed. Working to improve internal communications regarding workload and releasing additional duties taken on while internal staffing structure was transitioned.
8. MEETING PARTICIPATION	<b>O</b>	Prefers to take an active role in most organization meetings. Also, as stated above, has shown improvement with confidence regarding the ability to educate committee members of her role and encourage more group involvement in committee activities.
9. CREATIVITY	<b>S</b>	Extremely creative when it comes to technology opportunities, resources, and cost savings. When an idea is brought to the table there is always assurance that the opportunity has been well researched.
10. CONFIDENCE	<b>O</b>	This is an area of continuous growth for Jo Ann. She shows great confidence in

		the things she knows well and is an expert in. However she struggles with the unknown. Her confidence in her leadership abilities continues to develop.
11. LEADERSHIP	<b>O</b>	Capable and reliable to ensure smooth office flow when Exec Administration is away. Confidence in leadership ability continues to grow. She takes initiative to find opportunities to further develop this attribute.
12. INDUSTRY LAW/REGULATION	<b>S</b>	Very savvy in the realm of MLS. A possible opportunity may be to expand her level of knowledge in different aspects of the real estate industry such as licensing requirements, and regulation.
13. SELF MOTIVATION	<b>S</b>	Extremely self-motivated and forward thinking. Needs little guidance once given a task .Great with deadlines.
14. PUBLIC SPEAKING	<b>O/S</b>	This is something I feel everyone struggles with so there's always room for improvement. However, Jo Ann has made great efforts to improve upon not only confidence in her speaking abilities but quality of delivery as well. She has participated in toastmasters and has shown enthusiasm to continue growing in this area. When she teaches she is knowledgeable, relaxed, and confident in her curriculum and it shows to her students.

**Plan of Action:**

Continue seeking ways to broaden Jo Ann's technology knowledge base. Her programing and internal networking skills need to be kept relevant and up to date. She would also like to continue her growth in Realtor and Technology issues. I have recommended she investigate pursuing her RCE designation.

**Recommendation:**

*Jo Ann should receive a cost of living wage increase at an amount deemed reasonable by the Board of Directors, and \$1000 education stipend. It is also suggested that Jo Ann pay status be changed from hourly to salary.*

She will continue to work 40 hours/wk and will maintain the privilege of 88 hours vacation, and 48 hours personal time (136 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. Monthly health benefit will be \$200 per month.

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**Employee Signature**                      **Date**

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**Executive Officer Signature**                      **Date**