Durango Area Association of REALTORS®, Inc.

125 E. 32nd Street * Durango, Co 81301
970/247-9604 * FAX 970/385-5205

Performance Appraisal

Date: 12/12/2012
Employee: Jo Ann Johnston

Rating of Employee's performance:

___ Needs Improvement
___ Satisfactory
_X_ Excellent

Overview:

Jo Ann is a valuable member of the DAAR team that offers quality work, a unique perspective and stellar support. She is knowledgeable, works independently and is always open to constructive feedback. She is trustworthy and dependable. Members as well as her fellow teammates can always count on her consistency, courtesy, and follow through. Jo Ann is driven by challenge, sense of accomplishment, and the satisfaction of knowing she makes a difference, which are huge attributes to a valuable employee.

She continues to express the desire to further her knowledge base in her field. The education she has pursued has been implemented into procedures, programs, and services such as technology education and internal networking upgrades that have improved the internal functionality, saved on board spending, as well as enriched member benefits.

Jo Ann's duties have increased with the addition of the centralized services program. Her skills were pursued because of her unique technical ability and excellent interpersonal skills. The challenge of working with three boards has created new opportunities to improve upon her time management abilities and teaching range which she has handled all without compromising quality of service.

Jo Ann is a stellar team player that takes her job very seriously, and has high expectations of herself. She takes pride in providing quality support and customer service to both her members as well as her colleagues. She is well organized and is capable of handling several projects at once. This year has been another year of transition for the DAAR staff, and Jo Ann has handled the challenge with an open mind and professional attitude.

Recommendation:

Jo Ann should be given a 2013 cost of living pay increase

She will maintain the privilege of paid holidays if the holiday falls on a work week: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving day and the Friday after, and Christmas.

Jo Ann Johnston 12-13-12
Employee Signature **Date**

12/13/12
Executive Officer Signature **Date**