Coastal
MARINA MANAGEMENT

Annual Evaluation

I. EMPLOYEE INFORMATION		
Employee Name:		Job Title:
Supervisor:		Marina:
Review Period:	From:	To:

II. CORE VALUES AND OBJECTIVES		
Performance Category	**Rating**	**Comments and Examples**
1. Quality of Work: Work is completed accurately (few to no errors), efficiently and within deadlines with minimal supervision.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	
2. **Attendance / Punctuality:** Reports to work on time and provides advance notice of a need for absence. Demonstrates flexibility and willingness to cover extra shifts when needed.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	
3. Reliability / Dependability: Consistently performs at a high level; manages time and workload effectively to complete tasks.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	
4. Communication Skills: Both written and oral communication are clear, organized and effective. Listens and comprehends well.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	
5. Judgement / Adherence to Policies: Makes thoughtful, well-reasoned decisions; exercises good judgement in problem solving. Adheres to all company policies.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	
6. Initiative / Flexibility Often seeks additional responsibilities, identifies problems and solutions, takes on new challenges and adjusts well to change.	☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectation ☐ Needs Improvement	

III. ACHIEVEMENTS / STRENGTHS DEMONSTRATED THROUGHOUT THE LAST PERFORMANCE PERIOD.
IV. OVERALL PERFORMANCE: ☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement
V. GOALS TO MEET THROUGHOUT THE UPCOMING PERFORMANCE PERIOD
VI. ADDITIONAL NOTES - SUPERVISOR
VII. ADDITIONAL NOTES - EMPLOYEE
Follow Up Requested / Required: ☐ YES ☐ NO / If Yes, Date of Follow – Up:

VIII. SIGNATURES

By signing this form, you acknowledge that you have discussed this review with your supervisor.

Employee Signature: _____ Date:_____

Supervisor Signature: _____ Date:_____