

Part D

Management Functions

PERFORMANCE CRITERIA	COMMENTS
1. <u>Planning</u> Establishes priorities to accomplish tasks. Defines accountabilities and schedules work activities to achieve results within a timely, organized framework.	
2. <u>Cost Control</u> Analyzes operations and achieves efficiencies that demonstrate a sense of cost consciousness in the use of company resources.	
3. <u>Delegation</u> Entrusts tasks and responsibilities in an appropriate proportion to each subordinates' specific abilities. Effectively distributes workload within assigned area for optimal results.	
4. <u>Developing Staff</u> Ensures that employees receive training necessary for competent job performance. Encourages employees to identify longer-term goals and objectives. Completes performance Appraisals within prescribed timelines. Motivates subordinates to seek opportunities and experiences necessary for career growth or succession planning.	

Part D

Performance Plan: Add any new objectives or changes from Part B. Note, all improvement areas should include an objective.

Part E

List accomplishments for the FY to date.

Acknowledgment

I acknowledge I have reviewed with my manager the objectives and expected contributions as a mid-point Appraisal.

Employee's Signature _____ Date _____

Reviewer's Signature _____ Date _____

CEO's Signature _____ Date _____

Employee's Comments: