|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | |  |  |  |
|  | **EMPLOYEE COMPETENCY** | | | | |  |  |  |
|  | **EVALUATION** | | | | |  |  |  |
|  |  |  | | | |  |  |  |
|  |  |  | | | |  |  |  |
|  | **EMPLOYEE NAME** | BEATRICE MONTGOMERY | | | | | |  |
|  | **JOB TITLE** | NORTH TERITORY SALESMAN | | | | | |  |
|  | **DEPARTMENT** | SALES | | | | | |  |
|  | **DIRECT MANAGER** | RHONDA BUCHANAN (Sales Manager) | | | | | |  |
|  | **EVALUATION DATE** | 28/12/2023 | | | | | |  |
|  |  |  | | | |  |  |  |
|  | **KNOWLEDGE AND SKILLS** | **COMPETENCE LEVEL** | | | | | **NOTE** |  |
|  | Competent in required job skills and knowledge |  | | | 5 | Exceptional |  |  |
|  | Exhibits ability to learn and apply new skills |  | | | 5 | Exceptional | 3 courses last year |  |
|  | Keeps abreast of current development |  | | | 1 | Needs Development |  |  |
|  | Requires minimal supervision |  | | | 3 | Competent |  |  |
|  | Displays understanding of how job relates to others |  | | | 3 | Competent |  |  |
|  | Uses resources effectively |  | | | 5 | Exceptional | 98% budget spent YTD |  |
|  |  |  | | | |  |  |  |
|  | **QUALITY OF WORK** | **COMPETENCE LEVEL** | | | | | **NOTE** |  |
|  | The degree of accuracy, thoroughness, and attention to detail |  | | 2 | | Approaching Competence |  |  |
|  | Consistent |  | | 3 | | Competent |  |  |
|  | Maintains an acceptable level of capability and thoroughness |  | | 4 | | Highly Competent |  |  |
|  | Looks for ways to improve and promote quality |  | | 5 | | Exceptional |  |  |
|  | Monitors own work to ensure quality and apply feedback |  | | 5 | | Exceptional | Asana conventions |  |
|  | Achieves established goals |  | | 2 | | Approaching Competence |  |  |
|  | Performs of full range of duties |  | | 5 | | Exceptional |  |  |
|  | Produces necessary results in spite of unforeseen changes |  | | 4 | | Highly Competent |  |  |
|  | Meets required deadlines |  | | 1 | | Needs Development |  |  |
|  |  |  | | | |  |  |  |
|  | **INCLUSIVENESS** | **COMPETENCE LEVEL** | | | | | **NOTE** |  |
|  | Displays empathy and accepts diverse viewpoints |  | | 5 | | Exceptional |  |  |
|  | Treats everyone with respect, dignity, and consideration |  | | 5 | | Exceptional |  |  |
|  | Builds a diverse workforce |  | | 5 | | Exceptional |  |  |
|  | Ensures that all employees feel they are included |  | | 3 | | Competent |  |  |
|  | Volunteers to assists in cultures activities and events |  | | 5 | | Exceptional | Team building org. |  |
|  |  |  | | | |  |  |  |
|  | **INITIATIVE** | **COMPETENCE LEVEL** | | | | | **NOTE** |  |
|  | Uses authority appropriately to accomplish goals |  | 3 | | | Competent |  |  |
|  | Takes responsibility for resolving complex service requests |  | 5 | | | Exceptional |  |  |
|  | Resolves problems in the early stages |  | 5 | | | Exceptional |  |  |
|  | Displays a wiliness to make decisions |  | 4 | | | Highly Competent |  |  |
|  | Finds opportunities to pass on own knowledge |  | 5 | | | Exceptional | Rookies advance fast |  |
|  | Encourages and accepts feedback to enhance performance |  | 4 | | | Highly Competent |  |  |
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