|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |
|   | **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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