Station Supervisor Evaluation Form

Employee Name_____ **Department** _____ **Period Covered** _____

Evaluated by _____ **Date Completed** _____ **Date Reviewed with Employee** _____

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Administration Structures activities of groups, individuals, and self. Uses resources to maximize productivity and efficiency. Plans, sets goals, and develops strategies to meet goals. Efficiently uses time and energy. Comments:			
Leadership Gains understanding, support, and effective action of others to achieve objectives. Sets and maintains high standards. Builds collaborative team atmosphere. Takes charge and responds appropriately to unexpected situations. Comments:			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

Station Supervisor Evaluation Form, Page 2

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Interpersonal Skills Develops relationships that enhance understanding, respect, and communication. Deals effectively with conflict. Works as a team player. Comments:			
Problem-Solving Skills Effectively processes and analyzes information to learn new material, identify and define problems, and make decisions. Uses quantitative and financial analyses to make sound decisions. Comments:			
Communications Communicates clearly, accurately, thoroughly, and effectively. Comments:			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

Station Supervisor Evaluation Form, Page 3

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Motivation Establishes high performance standards for self. Sets challenging goals. Demonstrates commitment to the cooperative. Comments:			
Personal Adaptability Demonstrates self confidence in handling work challenges. Demonstrates flexibility, adaptability, and integrity when facing frustration or adversity. Comments:			
Technical Knowledge Understands thoroughly technical fundamentals of the job. Stays informed of technical developments. Understands company practices and techniques. Recognizes the significance of technology specific to the cooperative. Comments:			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

Station Supervisor Evaluation Form, Page 4

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Supervision Establishes and communicates station goals and results to employees. Staffs station and delegates work load to meet market requirements. Actively supports employee growth. Upholds cooperative policies. Comments:			
Marketing Develops and implements an annual marketing plan. Directs station marketing activities. Develops an annual sales and promotion program. Coordinates merchandising. Comments:			
Profitability and Sales Establishes and achieves profitability and sales goals. Increases market share through regular sales efforts. Comments:			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

Station Supervisor Evaluation Form, Page 5

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Reporting Submits all required operational reports to management in a timely manner. Comments:			
Purchasing Purchases quality products for competitive resale. Comments:			
Resale Pricing Sets competitive prices of products and services. Comments:			
Inventory Effectively manages inventory levels. Comments:			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

Station Supervisor Evaluation Form, Page 6

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating
Service Provides and promotes exceptional service. Comments:			
Maintenance Maintains property, facilities, and equipment. Comments:			
Other Duties Performs other duties as assigned by management. Enforces and upholds the cooperative's credit policy. Comments:			
Total Score =			

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable

	Weight Total must equal 100%	**Rating** Use 1 through 5	**Score** Weight x Rating

Overall Merit Rating

451 - 500 - Outstanding
351 - 450 - Exceeds Standards
251 - 350 - Met Standards
151 - 250 - Below Standards
100 - 150 - Unacceptable

Signature of Manager/Supervisor _____ Date_____

Signature of Employee _____ Date_____

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable