

# YMCA OF METROPOLITAN MINNEAPOLIS AND GREATER ST. PAUL PERFORMANCE REVIEW 2006

Team Member Name: Michele Culpepper Title: Program Director  
 Date: 2/20/07 Grade:        Branch: Skyway Association: Saint Paul

Has the team member's job changed significantly during this evaluation period? Yes  No  If Yes, please describe the change on a separate sheet.

EVALUATION CRITERIA AND FACTORS: Describe the team member's performance relative to the criteria and factors stated below. Additional sheets may be attached to elaborate on specific performance aspects.

**DESCRIPTION OF RATINGS:**  
**Distinguished** : Skills **significantly** greater than those required to achieve expected outcomes  
**Highly Accomplished** : Performs well above the average expectation  
**Accomplished** : Meets or slightly exceeds the performance standards  
**Developing/Learning** : New to role, still acquiring the needed skills, or shift in responsibilities  
**Below Standards** : Does not meet the requirements of the position, lacks fundamental skills

### Section 1: Key Objectives and Accomplishments

List team member's key objectives and accomplishments for the past year. May include financial and membership outcomes.	Rating (List One)
Program Quality: Michele significantly improved the quality of all of her program areas. Her attention to detail, her organized approach and her problem solving skills all positively impacted her program areas. She is encouraged to expand and enhance her program areas.	Accomplished
Staff Supervision and Development: Michele understands the needs of her program areas, she consistently hired and trained qualified team members. Michele is encouraged to determine a effective approach in supervising the Full Time Fitness Coordinator so that maximum results are achieved and work is not duplicated.	Accomplished
Fiscal Management: Michele pays careful attention to her operating budget; she successfully monitored her expenses and worked hard to meet her revenue targets. She will need to have contingencies in place in the event that she does not meet a month revenue target.	Accomplished
Branch Responsibilities: Michele understands the various components of the branch, she is a team player and is always willing to assist.	Highly Accomplished
	* Select Option
	* Select Option

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## Section 2: Competencies

Consider the questions below each competency when determining the rating.

<b>A. Job Knowledge</b> Highly Accomplished	<b>RATING:</b>
1. Does the team member have the skills necessary to perform the job successfully? 2. Does the team member demonstrate their knowledge and skills effectively? 3. Does the team member communicate and share their skills with the staff? 4. Does the team member stay current with the skills needed for the position and practice continuous improvement?	
<b>COMMENTS</b> Michele understands the various aspects of her position; she has the necessary skills needed to offer high quality programs, build strong relationships and effectively serve the participants in her programs.	
<b>B. External Factors</b>	<b>RATING:</b> Accomplished
1. Does the team member interact with members, participants, and volunteers according to the 4 core values? 2. Does the team member provide excellent customer service to members, participants, and volunteers? 3. Does the team member listen to members, participants, and volunteers' feedback and respond promptly?	
<b>COMMENTS</b> Michele's interactions with members and participants are professional; she understands the importance of good customer service.	
<b>C. Quality of Work</b>	<b>RATING:</b> Accomplished
1. What is the quality of the team member's technical skills? 2. Does the team member pay attention to detail in work assigned? 3. Does the team member organize work to make the job easier and as effective as possible? 4. Is the work accurate and timely? 5. Is the work complete and thorough, eliminating the need for close review or rework? 6. Is closer review of work required during high-pressure situations?	
<b>COMMENTS</b> Michele takes great pride in all that she does; she is efficient and timely.	
<b>D. Quantity of Work</b>	<b>RATING:</b> Accomplished
1. Does the team member manage work efficiently? 2. Are speed and consistency of output, time utilization and results satisfactory?	
<b>COMMENTS</b>	

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Michele completes her work in a timely and professional manner.

**E. YMCA Values**

**RATING:** Accomplished

1. Does the team member exhibit the four core values respect, honesty, responsibility, and caring while performing the duties of the position?
2. Does the team member encourage staff, members, participants, and volunteers to abide by the core values?

**COMMENTS**

Michele fosters an environment that is consistent with the four core values; she models the values in her work.

**F. Teamwork**

**RATING:** Accomplished

1. How does the team member work with others?
2. Can the team member receive assignments from several people, judge or resolve priorities and maintain good working relationships with those involved?
3. Does the team member obtain cooperation from others?
4. Is help offered to others during slow periods?
5. How effectively does the team member address and resolve conflict/problem situations with coworkers?

**COMMENTS**

Michele works well with others, she assists when needed and it always the first to step in and offer to help. Michele understands the bigger picture and is willing to be there for others.

**G. Dependability**

**RATING:**

Highly Accomplished

1. Is the team member generally willing to change plans in order to meet deadlines?
2. Does the team member accomplish all tasks within the expected time frame?
3. In the supervisor's absence, can the employee ensure that matters are tended to or are referred to the proper person for action?
4. Are such factors as attendance, punctuality, time off, and adherence to association policies and procedures satisfactory?

**COMMENTS**

Michele is very dependable; she takes her work very seriously and it is apparent in all that she does

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<p><b>H. Initiative and Self-Reliance</b></p>	<p><b>RATING:</b> Accomplished</p>
<ol style="list-style-type: none"> <li>1. Is the team member able to take action without direction, i.e. what is the extent of supervision required?</li> <li>2. Does the team member seek out new and better ways of accomplishing a task?</li> <li>3. Does the team member seek out new responsibilities?</li> </ol>	
<p><b>COMMENTS</b> Michele works independently but is not afraid to ask for assistance or counsel when needed.</p>	
<p><b>I. Communication</b></p>	<p><b>RATING:</b> Accomplished</p>
<ol style="list-style-type: none"> <li>1. Does the team member effectively communicate with staff, participants, volunteers, and members?</li> <li>2. Does the team member contribute to discussions and explain ideas and thoughts thoroughly?</li> <li>3. Are expectations and desired end results communicated effectively?</li> <li>4. Does the team member handle tense situations appropriately and effectively?</li> </ol>	
<p><b>COMMENTS</b> Michele successfully communicates with members and participants.</p>	
<p><b>J. Leadership</b></p>	<p><b>RATING:</b></p>
<p>Developing/Learning</p>	
<ol style="list-style-type: none"> <li>1. Does the team member provide guidance, direction, and support to staff members?</li> <li>2. Does the team member exercise authority when needed to accomplish the work?</li> <li>3. Does the team member resolve conflict in an effective and appropriate manner?</li> </ol>	
<p><b>COMMENTS</b> Michele is encouraged to explore various leadership styles; approach different situations with thoughtful consideration of the audience and the necessary outcome.</p>	

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<b>List the areas of strength, improvements, and recommendations for special training/courses to assist the employee's development in their current position.</b>		
Strengths	Improvements	Recommendations
Teamwork  Problem Solving  Quality Improvement  Systems/Processes	Staff Development  Use leadership skills with Management Team	Involvement in Association initiatives

<b>Outline Key Objectives for the next review period, may include financial and membership goals.</b>
Ensure High Quality Programs
Staff Supervision and Development
Fiscal Management
Branch Responsibilities
Association Responsibilities
<b>Summary Comments</b>
Michele is a talented YMCA professional; she understands the vision while managing the daily tasks necessary to reach the long term goal.
Michele is a strong member of the Skyway Branch Team and an asset to the YMCA of Greater Saint Paul; she should be applauded for all that she does!

**Overall Performance Rating: \* Select Option**

<b>Evaluation prepared and performance development coaching performed by:</b>	
Supervisor/Manager Signature: <u>          <i>Narwin L. Miles</i>          </u>	Date: <u>          2/22/07          </u>
Print Name: <u>          Narwin L. Miles          </u>	Date: <u>          2/22/07          </u>