

**YMCA of Metropolitan Minneapolis and Greater St. Paul
EMPLOYEE SELF – EVALUATION WORKSHEET**

This form is to assist you in obtaining maximum benefits from your Performance Review. The purpose of the Performance Review is for you and your supervisor to discuss the objectives you set during your last review, your achievements during the past year and to explore ways of developing your skills and knowledge to achieve future objectives in your current position. The outcome should be a joint action plan to help you develop your performance in you current position. Please complete this form and take it with you to your Performance Review discussion.

Name Michele Culpepper

Job Title Fitness Director

Performance Review Date February 22, 2007

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

List your key objectives and accomplishments for the past year. If these have not been recorded, agree with your supervisor the key objectives for the past year, against which you should be appraised.	Rating (List)
Fiscal Management / Program Targets - In 2006 Skyway reached revenue goal for Personal Training (goal was \$20,000; 2006 total revenue for PT was \$20,651). Worked to increase the number of personal training sessions done (from 294 in 2005 to 522 in 2006.) Worked to increase participants and awareness of Pilates Reformer.	Accomplished
Branch and Program Retention - Increased number of appointments by increasing the number of available hours for members to receive fitness appointments (from 190 in 2005 to 419 in 2006). Also steadily increased the number of group fitness classes available to members.	Accomplished
Program Quality / Quality Staffing - Hired a greatly qualified coordinator to help me continuously evaluate our group fitness programs. I have improved the organization of program administration by providing music and workouts for staff. I have worked to hire the best and most qualified staff for their areas.	Accomplished
Y Partners / Volunteers - Provided leadership to the staff campaign, worked to reach our staff campaign goal. Worked Y's men's tree lot as needed and looked to recruit new volunteers to help serve on our board and with the Y Partners campaign.	Accomplished
Association Branch Leadership & Professional Development - I am a member of the Association PT expert team. In 2006 I tried to acquire as much professional development training as possible. I have also attended all association required trainings and meetings; as well as maintaining my fitness certifications.	Accomplished

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COMPETENCY*	RATING (List one)		RATING (List one)
Job Knowledge Demonstrates the skills, knowledge and ability in assigned functional area to complete the job successfully	Accomplished	External Focus Listens and responds to customer Needs in a respectful manner	Accomplished
Quality of Work Completes assigned tasks and activities thoroughly with minimal errors and delivers quality-focused results	Highly Accomp	Quantity of Work Satisfactorily completes the expected workload in the expected amount of time.	Highly Accomp
Y Values Consistently demonstrates caring, honesty, respect and responsibility with members, staff, participants, and volunteers	Accomplished	Teamwork Integrates own activities with larger group. Readily gives and receives help. Values contributions made by others	Accomplished
Dependability Satisfactorily completes assigned work honestly, loyally and in a timely manner. Arrives promptly for shift and demonstrates regular attendance.	Highly Accomp	Initiative Anticipates what needs to be done and does it. Willing and able to take risks. Looks for ways to do things better	Highly Accomp
Communications Communicates effectively (written, oral, presentation) up, down and across the organization. Listens well	Accomplished	Leadership (Supervisor's Only) Provides guidance, support, direction to staff, and exercises authority when needed to accomplish work	Accomplished

Comments:

* The description provided with each competency represents the behavior associated with an Accomplished rating.

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In your view, what were the reasons for the high and low achievements listed?
I don't feel that I had any low achievements; over the past year I have worked to be a better supervisor for my staff. I feel that I excell at the quantity of work and it's quality. I am very detailed oriented and want my programs and tasks to run as well as they planned.

Taking into account you current skills and knowledge, what do you consider to be your strengths and areas of improvement?
I feel that my strengths are that I am organization and innitiative. I organize quickly to get tasks done efficiently and in a timly manner. I feel that I also notice when something needs attention and take the innitiative to work on that task. I do feel that I improve upon my quick comminucation skills. When given time to think out a response I can effectively communicate the appropriate response; but on the fly when a quick answer is needed I do feel that I could use coaching in this area.

What do you consider could be done to improve your performance?
Attend trainings on lower achievement areas.

What do you want to achieve in the next 12 months?
Learning more aspects of direct corolations to membership retention.

What type of work or activities would you like to be involved with?
Community / area service clubs. Help bring out our mission to our dirct service community. Helping to make the Skyway YMCA a better known facility in the downtown community.

Are there any other areas you would like to discuss?

Employee's Signature _____

Date _____

Supervisor's Signature Stephanie R. Green

Date 2/02/07