



MALTA

Martial Arts Leadership Training Association



Employee Evaluation

Name _____

Position _____

Location _____

Start Date _____

Date _____

Next Evaluation _____

Reasons for Evaluation:

Goals Update

- Merit
- Performance
- Probationary
- Promotion
- Other

E - excellent

A - average

S - satisfactory

P - poor

U - unsatisfactory

FACTORS

COMMENTS

<p><u>Knowledge of Job</u> Ability to learn, retain, and apply the skills and knowledge that contribute to the success of the team.</p>		<hr/> <hr/> <hr/> <hr/> <hr/>
<p><u>Appearance "The Professional Image"</u> Appearance, cleanliness, and the personal hygiene a leader portrays in and out of uniform, physical shape and dress.</p>		<hr/> <hr/> <hr/> <hr/> <hr/>
<p><u>Availability "Commitment Level"</u> Punctuality, overall attendance record, and willingness to put in the time and go the extra mile.</p>		<hr/> <hr/> <hr/> <hr/> <hr/>
<p><u>Adherence To Policy</u> The degree to which a leader follows safety rules, classroom procedures, and adheres to all other policies and regulations.</p>		<hr/> <hr/> <hr/> <hr/> <hr/>



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<p><u>Behavior Pattern</u> The emotional consistency, courtesy, protocol, punctuality, and behaviors shown by a leader.</p>		<hr/> <hr/> <hr/> <hr/>
<p><u>Creativity</u> The degree to which the leader suggests ideas for improvement and helps to create better ways of accomplishing our goals.</p>		<hr/> <hr/> <hr/> <hr/>
<p><u>Knowledge of Job</u> Ability to learn, retain, and apply the skills and knowledge that contribute to the success of the team.</p>		<hr/> <hr/> <hr/> <hr/>
<p><u>Productivity</u> The measurable amount of work accomplished within the time frame allowed and the ability to personally generate new students through different strategies.</p>		<hr/> <hr/> <hr/> <hr/>
<p><u>Quality</u> The overall quality of service, attention to detail, and level of excellence of work accomplished.</p>		<hr/> <hr/> <hr/> <hr/>
<p><u>Results</u> Overall statistics in regard to productivity and results regarding position and /or location.</p>		<hr/> <hr/> <hr/> <hr/>

New skills, abilities and achievements over the review period:

Categories that need improvement:

Recommendations for personal and professional growth development:



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Overall performance rating in comparison to the job requirements involved with the position:

Excellent Above Average Average Below Average Unsatisfactory Not Rated

Comments: _____

Individual was rated on ___/___/_____

Employee's Signature _____

Follow up evaluation requested: Yes Follow up date ___/___/_____

Chief Instructor _____ Date ___/___/_____

Master Instructor _____ Date ___/___/_____