

# Co-Worker Evaluation

## Employee: Carolyn Holdsworth, Executive Assistant & Membership Coordinator

Co-worker Evaluations are used to assist the Executive Director in obtaining feedback on the employee's job performance. Any feedback that will assist the employee to identify and develop their strengths will have a positive effect on Pillar's overall mission.

You will be asked to identify how often you observe the employee exhibiting certain behaviours. Your answers will be presented to the employee anonymously and will be kept confidential by the Executive Director and Executive Assistant.

Please complete the following 10 minute survey by Tuesday, June 16, 2015.

Performance Review Period: May 12, 2014 - May 11, 2015

### \*1. Your Name:

## Communication

### \*2. Communicates in a respectful manner

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### \*3. Uses language and communication styles appropriate to the audience (e.g. members, community members, volunteers, colleagues)

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### \*4. Actively listens to others to ensure a full understanding of what they are saying

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Co-Worker Evaluation

### \*5. Gives and receives constructive feedback effectively

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Decision Making

### \*6. Makes decisions that are consistent with Pillar's goals and values

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### \*7. Applies analytical skills throughout the decision making process

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Relationship Building

### \*8. Works collaboratively with others to achieve goals and objectives

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Co-Worker Evaluation

### **\*9. Respects and acknowledges the contribution of others**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### **\*10. Provides recognition of team achievements**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### **\*11. Deals with difficult situations quickly and effectively**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Ethics and Professionalism

### **\*12. Acts in a respectful manner to others regardless of gender, age, race, ability, sexual orientation, culture or religious beliefs**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Co-Worker Evaluation

### **\*13. Demonstrates professional and ethical behaviours toward co-workers**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Creativity and Innovation

### **\*14. Demonstrates creativity when dealing with problems and identifying solutions**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### **\*15. Encourages new approaches and perspectives**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### **\*16. Takes calculated risks to optimize resources and improve delivery of services**

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Co-Worker Evaluation

### \*17. Displays adaptability and flexibility

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Self Management

### \*18. Prioritizes work and respects timelines when completing tasks

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### \*19. Manages competing demands from multiple sources

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

### \*20. Recognizes need for assistance and requests help

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Co-Worker Evaluation

### \*21. Manages his/her own stress effectively in the workplace

- 1 - Almost Never
- 2 - Occasionally
- 3 - Frequently
- 4 - Almost Always
- 5 - I don't know

## Strengths

### \*22. Please identify what you believe to be the employee's strengths

### \*23. Please identify which skills the employee could develop further