

# EMPLOYEE COMPETENCY

## EVALUATION



YOUR LOGO

EMPLOYEE NAME	BEATRICE MONTGOMERY
JOB TITLE	NORTH TERRITORY SALESMAN
DEPARTMENT	SALES
DIRECT MANAGER	RHONDA BUCHANAN (Sales Manager)
EVALUATION DATE	28/12/2023

KNOWLEDGE AND SKILLS	COMPETENCE LEVEL	NOTE
Competent in required job skills and knowledge	5 Exceptional	
Exhibits ability to learn and apply new skills	5 Exceptional	3 courses last year
Keeps abreast of current development	1 Needs Development	
Requires minimal supervision	3 Competent	
Displays understanding of how job relates to others	3 Competent	
Uses resources effectively	5 Exceptional	98% budget spent YTD

QUALITY OF WORK	COMPETENCE LEVEL	NOTE
The degree of accuracy, thoroughness, and attention to detail	2 Approaching Competence	
Consistent	3 Competent	
Maintains an acceptable level of capability and thoroughness	4 Highly Competent	
Looks for ways to improve and promote quality	5 Exceptional	
Monitors own work to ensure quality and apply feedback	5 Exceptional	Asana conventions
Achieves established goals	2 Approaching Competence	
Performs of full range of duties	5 Exceptional	
Produces necessary results in spite of unforeseen changes	4 Highly Competent	
Meets required deadlines	1 Needs Development	

INCLUSIVENESS	COMPETENCE LEVEL	NOTE
Displays empathy and accepts diverse viewpoints	5 Exceptional	
Treats everyone with respect, dignity, and consideration	5 Exceptional	
Builds a diverse workforce	5 Exceptional	
Ensures that all employees feel they are included	3 Competent	
Volunteers to assists in cultures activities and events	5 Exceptional	Team building org.

INITIATIVE	COMPETENCE LEVEL	NOTE
Uses authority appropriately to accomplish goals	3 Competent	
Takes responsibility for resolving complex service requests	5 Exceptional	
Resolves problems in the early stages	5 Exceptional	

Displays a wiliness to make decisions



4 Highly Competent

Finds opportunities to pass on own knowledge



5 Exceptional

Rookies advance fast

Encourages and accepts feedback to enhance performance



4 Highly Competent