

I LOVE VACATIONS

JOB PERFORMANCE EVALUATION FORM

Name: _____

Job Title: _____

Manager Name: _____

Evaluation Period: _____ Date: _____

Performance Rating Definitions:

The following ratings must be used to ensure commonality of language and consistency on overall ratings (there should be supporting comments to justify all ratings):

20	Core Value achievement was <i>outstanding</i>
15	Core Value was <i>routinely achieved</i>
10	Core Value was <i>met sometimes</i>
5	Core Value <i>needs improvement</i>
0	Core Value was <i>not achieved</i>

Employee Responsibilities:

- Review **Core Values**;
- Select one point value and place 3-5 comments specific to each **Core Value** that you have achieved in your department or for the entire company;
- Make overall comments; and
- Email form to your manager prior to review.

Manager Responsibilities:

- Review **Core Values**;
- Select one point value and place 3-5 comments specific to each **Core Value** that the employee has achieved in your department or for the entire company;
- Review/adjust points, add total points on page 4, and make overall comments; and
- Email form to HR and work with HR to schedule in person one-on-one review with employee.

HR Responsibilities:

- Send completed form via DocuSign to Manager & Employee for signature.

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CULTURE

<ul style="list-style-type: none"> To foster family-like teamwork To be proactive and appreciative To avoid criticism, condemnation, or complaining To hold ourselves accountable for success 	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

EXPERIENCE

<ul style="list-style-type: none"> To create unforgettable memories To exceed owner and guest expectations 	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

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OWNER CARE

<ul style="list-style-type: none">To deliver a world-class owner experienceTo provide extraordinary property care	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

INNOVATION

<ul style="list-style-type: none">To embrace technology and innovationTo streamline systems and process	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

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PROFITABILITY

<ul style="list-style-type: none">To optimize revenue without sacrificing quality	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

INTEGRITY

<ul style="list-style-type: none">To uphold trust, transparency, and honesty	20	
	15	
	10	
	5	
	0	
<u>Employee Comments:</u>		
<u>Manager Comments:</u>		

TOTAL POINTS FROM ALL 6 CORE VALUES:

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Overall Performance Evaluation:

Employee Comments:

Manager Comments:

Signatures:

Employee _____ **Date** _____
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Manager _____ **Date** _____

HR _____ **Date** _____