

# 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	<b>Core Value</b> achievement was <i>outstanding</i>
15	<b>Core Value</b> was <i>routinely achieved</i>
10	<b>Core Value</b> was <i>met sometimes</i>
5	<b>Core Value</b> <i>needs improvement</i>
0	<b>Core Value</b> 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"> <li>To foster family-like teamwork</li> <li>To be proactive and appreciative</li> <li>To avoid criticism, condemnation, or complaining</li> <li>To hold ourselves accountable for success</li> </ul>	20	
	15	
	10	
	5	
	0	
<b><u>Employee Comments:</u></b>		
<b><u>Manager Comments:</u></b>		

## EXPERIENCE

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

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## OWNER CARE

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

## INNOVATION

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

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## PROFITABILITY

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

## INTEGRITY

<ul style="list-style-type: none"><li>To uphold trust, transparency, and honesty</li><li>Lead by example</li></ul>	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** \_\_\_\_\_