EMPLOYEE PERFORMANCE EVALUATION

Name:

Department:

Job title:

of Appraisal

Performance Rating Scale

1. Outstanding Performance

2. Solid Contributor

3. Some Development Required

4. Needs Improvement

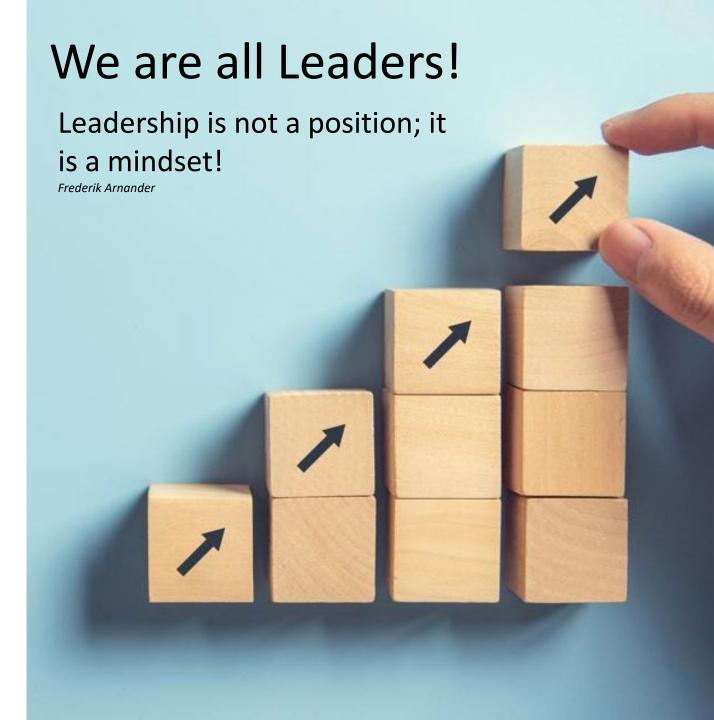ccif

Leadership Readiness

RN – Ready Now (Next 6 months)

RF – Ready Future (6-24 Months)

ET – Emerging Talent (2-4 Years)

CL – Current Level

- If employee does not fit any of the readiness ratings, leave blank for now

- Mark with an (*) if the individual is identified as a top talent, defined as a critical member of the team with high performance and future growth potential

We are all Leaders!

Leadership is not a position; it is a mindset!

Frederik Arnander

Documentation of Performance and Leadership Readiness

Employee Name (Example)	Title	Performance Rating	Leadership Readiness	Future Roles	Development Opportunities
John Doe	Operations Manager	2	ET	General Manager	DEEPER UNDERSTANDING OF THE COLLISION REPAIR PROCESS, LEADERSHIP DEVELOPMENT, FINANCIAL MANAGEMENT ACUMEN, TIME MANAGEMENT
John Doe	General Manager	3	RF	Managing Partner	DEEPER UNDERSTANDING OF THE COLLISION REPAIR PROCESS, LEADERSHIP DEVELOPMENT, FINANCIAL MANAGEMENT ACUMEN, TIME MANAGEMENT, PRESENTATION TRAINING AND PARADIGM DEVELOPMENT (GROWTH VS FIXED MINDSET)
John Doe	Detailer	1	CL	NEW HIRE	NEW HIRE
John Doe	Appraiser	4	ET	Operations Manager	LEADERSHIP DEVELOPMENT, TIME MANAGEMENT TRAINING (PROTECT YOUR TIME), VEHICLE TECHNOLOGY & ELECTRIFICATION OF VEHICLES, PRESENTATION TRAINING
John Doe	Collision Technician	3	CL		VERY TACTICALLY SKILLED, BUT UNWILLING TO DEVELOP INTO MANAGEMENT POSITION. FOCUS ON MENTORSHIP AND DEVELOP BONUSES IN SUPPORTING DEVELOPMENT TARGETS
John Doe	Painter	2	ET	NEW HIRE	NEW HIRE

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9-Box Performance Grid
Collision Center Staff

Identify where each employee lands on the grid, investing and developing you high potential/performers and stars.

POTENTIAL GEM High potential/Low performance	**HIGH POTENTIAL** High potential/Moderate performance	**STAR** High potential/High performance
INCONSISTENT PLAYER Moderate potential/Low performance	**CORE PLAYER** Moderate potential/Moderate performance	**HIGH PERFORMER** Moderate potential/High performance
RISK/NEW HIRE Low potential/Low performance	**AVERAGE PERFORMER** Low potential/Moderate performance	**SOLID PERFORMER** Low potential/High performance

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