

Village of Palmyra

Director of Parks and Recreation – Employee Evaluation Form

Employee Name: _____

Evaluation Period: _____

Evaluator Name/Title: _____

Date of Evaluation: _____

Instructions:

For each category, rate performance using the following scale:

5 – Excellent

4 – Above Expectations

3 - Meets Expectations

2 – Needs Improvement

1 – Unsatisfactory

N/A – Not applicable or Observed

Provide comments for any ratings of 3 or below and use the comment boxes for examples, strengths, and areas for improvement.

Section 1: Leadership (Rate 1–5)

Criteria	Rating (1–5)
1.Provides clear leadership and direction for the Parks and Rec Dept	
2.Supervises seasonal workers effectively (beach staff for example)	
3.Manages projects and priorities efficiently	
4.Ensure compliance with village policies and applicable regulations	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Program Planning and Execution

Rating (1–5)

Criteria

- 1.Plans and organizes recreational programs and events for all age groups**
- 2.Demonstrates creativity and responsiveness in program development**
- 3.Promotes participation and ensures events are well-coordinated**
- 4.Evaluates programs and makes improvements as needed**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Facilities and Grounds Management

Criteria

Rating (1–5)

- 1.Oversees maintenance of parks and recreation facilities**
- 2.Coordinates repairs, upgrades, and seasonal tasks (e.g., mowing, snow removal)**
- 3.Ensures facilities are clean, safe, and welcoming**
- 4.Manages field reservations and facility use requests effectively**

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 4: Budget and Resource Management

Criteria

Rating (1–5)

- 1.Develops and manages the department budget responsibly**
- 2.Identifies cost-saving measures and funding opportunities**
- 3.Applies for and manages grants when applicable**
- 4.Makes efficient use of staff, volunteers, and materials**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Community Engagement & Communication

Criteria

Rating (1–5)

- 1.Maintains positive relationships with residents and community groups**
- 2.Effectively promotes programs and services to the public**
- 3.Responds to public feedback and concerns professionally**

Criteria

Rating (1–5)

4.Participates in public meetings and represents the department well

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Strategic Planning and Innovation

Criteria

Rating (1–5)

1.Sets short- and long- term goals for department growth

2.Demonstrates innovation in programming, facility use, or partnerships

3.Aligns department goals with community needs and board priorities

4. Adapts to challenges and changes proactively

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Past Goals Review

List goals set during the last evaluation and progress made:

- Goal 1:
- Goal 2:
- Goal 3:

Progress Comments:

Section 8: New Goals for Upcoming Evaluation Period

- Goal 1:
- Goal 2:
- Goal 3:

Additional Goal Information:

Overall Evaluation Summary

Evaluator Comments:

(Summarize strengths, improvement areas, leadership effectiveness, and community impact.)

Final Rating

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

Signatures

Evaluator Signature: _____

Date: _____

Directors Signature: _____

Date: _____

(Signature confirms the evaluation was reviewed and discussed, not necessarily agreed upon.)

Any Additional Comments may be added here. Please highlight which section or goals you are commenting on if you need more comment space: