

Employee Performance Evaluation Form

Employee Name Lynn Todd	Date of Hire Feb. 2013
Job Title/Department PR operations Mgr.	Department Head/Supervisor Monica Tierney
Date of Review 6/13/22	Review Period

1. Self-Assessment and Summary of Accomplishments

Instructions: This section should be completed by the employee and returned to the employee's Department Head.

Which of the goals that you and your Department Head or Supervisor set in your previous review meeting did you meet in the past year? Which goals did you not meet and why?

I have met most goals set for me. CPO certification, CRRP certification. I've moved up ~~to~~ from membership coordinator to PR operations manager taking on more complex roles and responsibilities

Please describe any successes you have had in the past year and explain what, if anything, you learned from these experiences.

As explained above I've moved up the ladder into a management role. I implemented the acceptance of credit cards for payment for the Twp. I've streamlined processes making things more efficient. Learning a new position ~~and~~ while still working/assisting with the former position.

Please describe any challenges you have faced in the past year and explain if and how you overcame them. What could the Township have done to help redress these issues?

Technology - Computers, phones do not work properly. No IT support.

- Created a Pool SOP from scratch
- worked on Maintenance Manual
- Creating fleet/equipment + repair list