

**Employee Performance Evaluation Form**

<b>Employee Name</b> Elizabeth Lawson	<b>Date of Hire</b> 5/6/21
<b>Job Title/Department</b> Program Manager/P+R	<b>Department Head/Supervisor</b> Monica Tierney
<b>Date of Review</b> 6/7/22	<b>Review Period</b> Spring

**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?

Had a successful 2021 camp which enabled me to expand for 2022 being able to take 10+ different children throughout the weeks. Also starting the first ever three camp. Planning, organizing, and staffing 2 camps while also reaching new highs in programming revenue, rentals, and diversity of ~~the~~ classes. I also started 2 new runs to add to a

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

A big success was being able to <sup>take</sup> 50+ children off of the waitlist for camp. I was able to think of a way to <sup>take</sup> get more space for the campers by getting a tent and cooling it with A.C. A goal I did not meet is CRP.

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?

A challenge I faced in the last year is technology, my computer freezes/shuts down 2x a day. I think it may have a virus. The Township could help this by having an IT person look at it. Also, having to set the doors every day, there is not a way we know to pre set them for people reserving community center.

### Employee Performance Evaluation Form

<b>Employee Name</b> Kathleen Howell	<b>Date of Hire</b> August 2021
<b>Job Title/Department</b> Membership Coordinator	<b>Department Head/Supervisor</b> Monica Tierney
<b>Date of Review</b>	<b>Review Period</b>

#### 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?

Community Day Event - Organized 40+ vendors (craft) and 12 Food Trucks, Basket Drawing, Rides, Roaming Entertainment, contracts  
 Veterans Day Parade - Organized parade participants, line-up, contracts  
 Pool Memberships - Processed keyfobs, answered correspondence

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

I feel both events were successful for being the first year involved.  
 Pool Membership - w/ change of memberships - enrollment was more of a steady pace this year.

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?

Obtaining sponsorship for events is challenging in 2021.  
 2022 mailed out (us Mail) + emailed for sponsors seems to be doing a little better. LMT PAR changed to an ala carte sponsorship form.