



Housing Manager Performance Review

The Performance review is to be conducted at least annually.

- 1) The process starts with the Housing Manager using this form to complete a self-evaluation for the stated period.
- 2) Separately, the Executive Director completes the form in review of the work of the Housing Manager for the period covered.
- 3) Where the Housing Manager or Executive Director may score a competency at a less than desired level, discussions regarding training or support should result and be listed under the "Actions" section. This may be done at a second meeting. If this occurs over two separate meetings the date of the final session should be the date indicated in the signing section of the document.
- 4) The Executive Director then takes this information back to the Executive for consideration, and to the full Board should additional funding be required to implement the suggested skill development.
- 5) Finally, both the Housing Manager and the Executive Director makes a final comment before signing the document.

Employee Info	
Name:	Position:
Address:	Hire Date:
Supervisor:	Time frame:

Work Ethic Evaluation

Criteria	Needs improvement	Satisfactory	Good	Excellent
Quality of Work				
Productivity				
Creativity				
Work Consistency				
Attitude				
Preparation				
Decision Making				
Teamwork				
Communication				
Initiative				
Technical Skills				

Performance Assessment - Based on Job Description

Performance Area	1-10	Comments/ Examples
Resident Relations & Support		
Policy, Compliance & Legal Responsibilities		
Administrative & Records Management		
Financial Oversight		

Executive & Staff Support		
Community Engagement & Partnerships		

Actions, support or training required
Comments from Housing Manager
Comments from Executive Director

Housing Manager: _____

Date: _____

Executive Director : _____

Date: _____

