

**Marine Corp Community Services
Twentynine Palms**

Month: _____ Date: _____

**Employee of the Month
Supervisor Evaluation Form**

5 Always	4 Often	3 Usually	2 Sometimes	1 Never
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Commitment to MCCA & Mission

1	Believes in & follows the MCCA mission, vision, values and goals					
2	Offers new and innovative solutions					
3	Proactively recognizes potential problems and takes effective preventative action					

Dependability and creativity in performing assigned duties

4	Is reliable/dependable/accountable					
5	Allows for flexibility					
6	Is willing to go the "extra mile."					

Quality of completed duties/tasks

7	Demonstrates knowledge and interest in job function areas					
8	Consistently delivers work that is thorough and accurate					

Demonstrates positive relationships with co-workers, other departments, Marines, Marine Family members, and others

9	Is cooperative and helpful to customers					
10	Demonstrates high level of interpersonal skills					
11	Believes in and shows team spirit/effort					
12	Displays a positive attitude					

Commitment towards professional and personal learning/development

13	Shows commitment to ongoing development through continuous on-the-job learning.					
14	Participates in developmental workshops/seminars.					
15	Demonstrates a willingness to develop others (ex. new employees, etc.)					

SUBTOTAL (75 Possible Points)

Other Comments

SUBTOTAL (25 Possible Points)

TOTAL (100 Points Possible)