

Sports Team Administrative Staff Evaluation

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

From: [Your Name]

Position: [Your Position]

Evaluation Period: [Start Date] to [End Date]

Performance Overview

[Provide a brief overview of the staff member's performance during the evaluation period, including strengths and areas for improvement.]

Key Responsibilities

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Performance Metrics

[Include any relevant performance metrics or statistics that support the evaluation.]

Feedback

[Provide specific feedback regarding the staff member's contributions, teamwork, communication, and adherence to policies.]

Goals for Next Evaluation Period

[Outline specific goals or objectives for the staff member to focus on in the upcoming evaluation period.]

Signatures

[Staff Member's Name]

[Your Name]