

PERFORMANCE REVIEW

EXECUTIVE DIRECTOR, TOURISM COMMISSION

REVIEW COMPLETED BY HANCOCK COUNTY TOURISM COMMISSION (HCTC)

HANCOCK COUNTY, INDIANA

Executive Director Name _____

Please rate: 1 = needs improvement / 4 = excellent performance / U – unable to evaluate

1 2 3 4 U	1. Oversees the general day-to-day operations of the Visitors Center including administrative, operating, and marketing functions for Hancock County Tourism.
1 2 3 4 U	2. Advises, counsels and directs activities of volunteer staff in office and/or events.
1 2 3 4 U	3. Act as Spokesperson for Hancock County Tourism.
1 2 3 4 U	4. Coordinate with other county and state entities, organizations and partners to enhance the tourism industry of Hancock County.
1 2 3 4 U	5. Plans and implements public events and information programs of the Visitors Center.
1 2 3 4 U	6. Maintain communication with HCTC through monthly activity reports, attending monthly meetings and designated committee meetings in an advisory capacity.
1 2 3 4 U	7. Coordinate and oversee the HCTC grant process
1 2 3 4 U	8. Create and distribute marketing materials (print/electronic/etc) in an efficient manner promoting Hancock County Tourism.
1 2 3 4 U	9. Work directly with all facilities offering overnight accommodations in Hancock County promoting Hancock County Tourism activities.
1 2 3 4 U	10. Provides individual and group presentations to interested group(s) educating the overall community of the positive attributes of the Hancock County Tourism and related community issues.
1 2 3 4 U	11. Understands all phases of the position as it relates to Hancock County Tourism's objectives, demonstrates and applies this knowledge to responsibilities and procedures.
1 2 3 4 U	12. Understands and communicates industry wide trends and how they may impact the local hospitality community.
1 2 3 4 U	13. Efficiently produces a significant volume of work in a specified time period.
1 2 3 4 U	14. Can be relied upon regarding completion and follow-up of tasks.
1 2 3 4 U	15. Is punctual, observes Visitor Center hours, and has an acceptable overall attendance record.
1 2 3 4 U	16. Demonstrates proper judgement and decision making skills when necessary.

<p>Notes/comments regarding ratings, if desired. Please indicate subject number (1, 3, 5, etc)</p>	
<p>Specific areas needing improvement</p>	
<p>Recommendations for professional development (seminars/training/etc)</p>	
<p>ATTACHMENT (S)</p>	<p>List of year to date accomplishments, list of goals for upcoming year</p>