

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

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### Knowledge of Work

Consider knowledge of job gained through experience, education, and training.

- (5): Well informed on all phases of work.
- (4): Well rounded job knowledge. Infrequently requires assistance.
- (3): Adequate grasp of essentials. Some assistance required.
- (2): Requires considerable assistance.
- (1): Inadequate knowledge. Requires improvement to retain.

**Comments:**

### Quality of Work

Consider accuracy, precision, neatness, and completeness of results regardless of volume.

- (5): Exceptional quality. Work is essentially error free.
- (4): Above average quality. Infrequent errors or rejections.
- (3): Acceptable; seldom necessary to check work.
- (2): Often unacceptable; frequent errors or rejections.
- (1): Excessive errors or rejections. Requires improvement to retain.

**Comments:**

**Quantity of Work**

Consider overall volume of work produced under normal conditions.

- (5): Rapid worker. Produces exceptionally high volume.
- (4): Above average volume.
- (3): Average volume.
- (2): Volume below average.
- (1): Inadequate volume. Requires improvement to retain.

**Comments:**

**Initiative**

Resourcefulness, willingness and ability to carry out responsibility.

- (5): Consistently and aggressively works toward approved goals.
- (4): Frequently sets and works toward approved goals.
- (3): Initiates activity within normal routine.
- (2): Seldom initiates activity during normal routine.
- (1): Need frequent direction. Requires improvement to retain.

**Comments:**

### **Teamwork in Ministry**

Consider how employee works as an overall part of the ministry of the church.

- (5): Exceptional team player; consistently puts vision of church ahead of his/her own vision.
- (4): Above average team player; frequently puts vision of church ahead of his/her own vision.
- (3): Team player.
- (2): Below average team player; seldom puts vision of church ahead of his/her own vision.
- (1): Often unacceptable; puts own vision ahead of the church as a whole. Requires improvement to retain.

**Comments:**

### **Interpersonal Relationships**

Consider the degree to which the employee interacts harmoniously and cooperates with church members, attenders, and others.

- (5): Use of exceptional tact and diplomacy in dealing with people.
- (4): Cooperates well with others. Frequently promotes harmony and positive feedback from others.
- (3): Adequate skills at interpersonal relationships.
- (2): Has difficulty interacting with people.
- (1): Frequent conflicts with others. Requires improvement to retain.

**Comments:**

**Dependability/Responsibility**

Consider degree to which the employee can be relied upon to carry out duties and to meet deadlines without close supervision.

- (5): Consistently fulfills all job responsibilities and duties. Totally reliable.
- (4): Can be depended upon to get the job done with little or no follow up. Very reliable.
- (3): Assumes all responsibilities specifically assigned. Reliable.
- (2): Accepts some responsibilities, but must be reminded.
- (1): Fails to accept responsibility even when specifically assigned. Requires improvement to retain.

**Comments:**

**Attendance/Punctuality**

Consider employee's requests and use of leave.

- (5): Consistently regular and prompt in attendance. Adjusts schedule to work needs.
- (4): Regular in attendance. Frequently considers work load when requesting leave.
- (3): Generally present. Usually considers work load when requesting leave.
- (2): Frequent absences or tardiness. Impacts job performance.
- (1): Excessive absences or tardiness. Requires improvement to retain.

**Comments:**

**Overall Rating**

- (5): Exceptional
- (4): Above average.
- (3): Average
- (2): Below average.
- (1): Unacceptable. Requires improvement to retain.

**Additional Comments/Improvement Objectives**

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**Employee's Comments:**

I have discussed this evaluation with my supervisor.

- I agree with the conclusions reached.
- I do not agree with the conclusions reached.

I feel my performance review

- was fair and impartial.
- was not fair and impartial.

**Comments:**

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**Signatures**

The employee's performance was reviewed with the employee.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_