PERFORMANCE EVALUATION

For Staff Persons of First Church

Performance Evaluation For:

Position:

Date of Evaluation:

Section I – Personal Qualities Review – Within this section, please rate your staff person relative to the competencies listed. Remember, if the staff person is meeting the requirements of the position, they are considered “Competent.”

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Weight**  *3= Sometimes Relevant*  *4= Frequently Relevant*  *5= Always Relevant*  *0= N/A* | **Distinguished**  *Consistently Exceeds Expectations* | **Commendable**  *Exceeds Expectations* | **Competent**  *Meets Expectations* | **Provisional**  *Occasionally Meets Expectations* | **Marginal**  *Fails to Meet Expectations* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Attendance**: Faithfulness in coming to work daily and conforming to schedule hours, breaks and lunches. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communications:** Using effective verbal and written communications in one-to-one and group settings; clearly getting one’s ideas across. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Courtesy:** Polite, grace-filled attention and communication given to staff person’s, guests, suppliers, and community. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dependability:** Ability to do required jobs well with a minimum amount of supervision. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emotional Control:** Ability to withstand pressure and to remain calm in difficult situations. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Enthusiasm:** Interest the staff person shows in the job. | 5 |  |  |  |  |  |

**Comments:**

**Additional Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Weight**  *3= Sometimes Relevant*  *4= Frequently Relevant*  *5= Always Relevant*  *0= N/A* | **Distinguished**  *Consistently Exceeds Expectations* | **Commendable**  *Exceeds Expectations* | **Competent**  *Meets Expectations* | **Provisional**  *Occasionally Meets Expectations* | **Marginal**  *Fails to Meet Expectations* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Initiative:** Identifying jobs to be done and undertaking them without being asked. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Innovative:** (Within job scope) Ability to find creative ways to do things, generate new ideas, procedures and techniques. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Planning:** The ability to think through what has to be done, set priorities and anticipate future requirements. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quality/Accuracy:** Degree to which the staff person’s work meets or exceeds expected levels of performance. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quantity of work:** Amount of work the staff person does in a workday. | 5 |  |  |  |  |  |

**Comments:** Carol meets expectations well in this area.

**Additional Comments:**

Section II – Adherence to Core Values – Within this section, you are asked to measure the staff person’s “Adherence” to the church’s core values. You are not making a judgment about the staff persons’ s individual values. Rather you will be assessing how their behavior is displayed relative to the church’s values. Remember, if the staff person meets the expectations of the position, they are considered “competent.”

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Weight**  *3= Sometimes Relevant*  *4= Frequently Relevant*  *5= Always Relevant*  *0= N/A* | **Distinguished**  *Consistently Exceeds Expectations* | **Commendable**  *Exceeds Expectations* | **Competent**  *Meets Expectations* | **Provisional**  *Occasionally Meets Expectations* | **Marginal**  *Fails to Meet Expectations* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Embraces the culture:** Steadfast commitment to our code of values. Understands and is able to explain it. Demonstrates it in personal conduct. | 5 |  |  |  |  |  |

**Comments:** Carol understands who we are becoming as a church and embraces it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Embraces Generation after Generation** Regularly reaches people with God’s grace in personal and professional life. | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Demonstrates Honor:** Brings honor to those above beside and below. | 5 |  |  |  |  |  |

**Comments:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Exudes Grace:** Is a bearer of God’s grace in every area of their life. | 5 |  |  |  |  |  |

**Comments:** Carol is growing in this area dramatically

**Additional Comments:**

Section III – Personal Goals –

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Weight**  *3= Sometimes Relevant*  *4= Frequently Relevant*  *5= Always Relevant*  *0= N/A* | **Distinguished**  *Consistently Exceeds Expectations* | **Commendable**  *Exceeds Expectations* | **Competent**  *Meets Expectations* | **Provisional**  *Occasionally Meets Expectations* | **Marginal**  *Fails to Meet Expectations* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Goal #1:** | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Goal #2:** | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Goal #3:** | 5 |  |  |  |  |  |

**Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Goal #4:** | 5 |  |  |  |  |  |

**Comments:**

**Additional Comments:**

|  |  |
| --- | --- |
| **New Position Goal #1:** | **New Position Goal #2:** |
| **New Position Goal #3:** | **New Position Goal #4:** |

Section IV – Developmental Needs

1. What additional training/development is needed to maximize this staff persons’ effectiveness in their current position?
2. What are this staff person’s other career interests within the field?
3. What training/development should be planned for this staff person to prepare them for promotional opportunities? When should it begin?

Section V – Overall Performance Rating

Personal Qualities Performance Factor **X.XX** X 20% = XX

Adherence to core values performance factor **X.XX** X 20% = **XX**

Achievement of Personal Goals  **X.XX**  X 60% = **XX**

**TOTAL PERFORMANCE FACTOR =  *XX***

**This staff Person’s overall performance on the job is rated…**

|  |  |
| --- | --- |
|  | **Distinguished** (Consistently exceeds expectations) – (4.5 – 5.0) – An exceptional staff person whose outstanding performance is clearly obvious. |
|  | **Commendable** (Exceeds expectations) – (3.75-4.5) – A very good staff person whose performance is noticeably better than expected and above average in most respects. |
|  | **Competent** (Meets expectations) – (2.75 – 3.75) – A staff person who performs most aspects of the job satisfactory and shows consistently acceptable performance. |
|  | **Provisional** (Occasionally meets expectations) – (1.5 – 2.75) – A staff person whose performance is below the full requirements of the job due to inexperience or lack of exposure. |
|  | **Marginal** (fails to meet expectations) – (Below 1.5) – A noticeable poor staff person with unacceptable performance that must change in a short period of time. |

**Staff Person’s Signature Date**

**Supervisor’s Signature Date**