Employee Performance Evaluation

Sample

Name: Job Title: Evaluation Period:

Date of Review: Date of Hire:

# 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

**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**:

# Signatures

The employee’s performance was reviewed with the employee.

Signature of Employee: Date: Signature of Reviewer: Date:

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