**Ministry Personnel Performance Evaluation:**

Supervisor-Assessment

**Personnel Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Review Period: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor’s Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employee Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Ministry Area: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |

**Performance Review Outcomes**:

* A shared understanding of the employee’s performance for the role occupied in the stated review period.
* Clear direction on the employee’s next steps for success.

**Performance Review Benefits**:

* Employees who performed well are rewarded for their efforts and accomplishments.
* Based on supervisor feedback, the employee can focus on maintaining consistency in areas where performance was satisfactory and develop in areas identified for improvement.

**Reviewer Instructions**

Evaluate the employee on all 12 factors below. If a category does not apply to them, indicate N/A.

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating Scale** | **Description** |
| N/A | N/A | Goal should not be included in the review. |
| 1 | Not Achieving Expectations | Does not meet performance expectations. |
| 2 | Partially Achieving Expectations | Meets only a few performance criteria |
| 3 | Achieving Expectations  | Fully meets performance expectations and occasionally may exceed them. |
| 4 | Exceeding Expectations | Meets all and exceeds some performance criteria. |

|  |  |
| --- | --- |
| **Category** | **Rating** |
|  |  |
| A. Character (honesty, integrity, humility, life-balance,  |   |
| response to criticism, etc.) |  |
|  |  |
| B. Interpersonal Skills (positive attitude; ability |   |
| to get along well with co-workers and congregational |  |
| members) |  |
|  |  |
| C. Professionalism (punctuality, attendance,  |   |
| conduct, responsiveness, and follow-through) |  |
|  |  |
| D. Leadership Skills |   |
|  |  |
| E. Technical Knowledge (up-to-date on news, articles, and  |   |
| best practices related to their area(s) of ministry) |  |
|  |  |
| F. Productivity (met agreed upon goal stated in the goals section below) |   |
|  |  |
| G. Time Management & Organizational Skills |   |
|  |  |
| H. Communication Skills-Verbal/Written  |   |
|  |  |
| I. Innovation or Creativity |   |
|  |  |
| J. Collaboration |   |
|  |  |
| K. Teamwork |   |
|  |  |
| L. Mentoring Skills |   |
|  |  |
| **Total** |   |
|  |  |
| **Explanations:** Please give specific details for factors given a rating of “1” or “4” in the space provided below. |

|  |  |
| --- | --- |
| **A.** | **G.** |
| **B.** | **H.** |
| **C.** | **I.** |
| **D.** | **J.** |
| **E.** | **K.** |
| **F.** | **L.** |

**Productivity Goals**

Please note the top 3-5 goals established and agreed upon at the beginning of the review period and note the accomplishment of these goals in the section below.

|  |  |  |
| --- | --- | --- |
| **Goal #** | **Description** | **Rating** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

***Thank you for completing the supervisor-employee assessment.***