**Ministry Personnel Performance Evaluation:**

Self-Assessment

**Personnel Details**

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

**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.

**Employee Instructions:**

Please complete and return this 4-page self-evaluation to your supervisor by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Evaluate yourself on all 12 factors below that apply to you since your last performance appraisal, or date of hire if employed here less than six months. If a category does not apply to you, 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. |

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| **Category** | **Self-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 goals as noted 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** |   |
|  |  |

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| **Explanations:** Please give specific details for factors given a rating of “1” or “4” in the space provided below. |

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

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1. List your most significant accomplishments or contributions since last year. How do these align with the goals/objectives outlined in your \_\_\_\_\_\_\_\_\_\_\_ (period, e.g. 1 year) review?
2. Since the last appraisal period, have you successfully performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. What activities have you initiated or actively participated in, to encourage teamwork within your ministry team? What was the result?
4. To which of the following factors would you attribute your professional development since last year: offsite seminars/classes (specify if self-directed or required by your supervisor), onsite training, or other. Please describe.
5. Describe areas you believe require improvement in terms of your interpersonal capabilities. List the steps you plan to take/and or the resources you need to accomplish this.
6. Describe areas you believe require improvement in terms of your professional capabilities. List the steps you plan to take/and or the resources you need to accomplish this.
7. State two career goals for the coming year and indicate how you plan to accomplish them.
8. Name any other ministry personnel, besides your current supervisor, that you believe should provide input towards your evaluation.

***Thank you for completing the Employee Self-Assessment!***