

Staff Evaluation

First Lutheran Church

1005 Oxford Avenue, Eau Claire, Wisconsin 54703

Name: _____

Date: _____

Position: _____

- Rating Scale:**
- 5 Superior** Performance is clearly outstanding in all phases of the position. The person's achievements and contributions greatly exceed expectations, standards and requirements.
 - 4 Above Average** The person consistently performs at a higher level than the job requires.
 - 3 Average** Performance is satisfactory. The person meets job requirements and expectations.
 - 2 Below Average** Performance is adequate. The person meets most of the job requirements and expectations but needs improvement.
 - 1 Unsatisfactory** The person's performance does not meet job requirements or expectations. Improvement is essential.

Rating Performance Areas

- _____ 1. **Job Knowledge:** Possesses overall knowledge of job; knows duties and responsibilities; seeks additional information and/or training to enhance ability to perform job expectations and sharpen skills and abilities.

Comments: _____

- _____ 2. **Organization:** Ability to establish schedule of tasks, to prioritize jobs, to accomplish work in a timely fashion and to utilize time in an efficient manner; records and work space are well-ordered.

Comments: _____

- _____ 3. **Dependability:** Reliability in performance of assigned tasks within allotted time; demonstrates conscientious work behavior; infrequent absences and plans for completion/coverage of job responsibilities when absent.

Comments: _____

- _____ 4. **Initiative:** Self motivating; resourceful and creative in job performance; strives to develop improved ways

of achieving job expectations; willingness to lead and accept more responsibility when needed.

Comments: _____

- _____ 5. **Decision Making:** Uses logic, good judgment and common sense in job performance and in relating to others.

Comments: _____

- _____ 6. **Adaptability:** Ability to learn and adjust to new ideas and procedures and be flexible in work behavior.

Comments: _____

- _____ 7. **Responsiveness:** Shows interest in job; friendly and cooperative with co-workers and members of congregation; accepts tasks willingly; works in a professional manner.

Comments: _____

- _____ 8. **Communication:** Ability to develop effective work relationships; capacity to express ideas clearly; attention to informing staff and church leaders/membership concerning job activities; maintains confidentiality.

Comments: _____

- _____ 9. **Quality of Work:** Works accurately, neatly and with attention to detail; work is of an acceptable standard.

Comments: _____

- _____ 10. **Productivity:** Ability to produce a sufficient quantity of work, to work efficiently, and to plan and organize tasks and time.

Comments: _____

Overall Performance Level (average of the ten iPerformance Areas¹ rated): _____

Last Year's Goals:

Goal #1 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

Goal #2 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

Goal #3 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

Next Year's Goals:

Goal #1 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Goal to be achieved by: _____ (date)

Goal #2 _____

Activities to meet goal:

a. _____

b. _____

c. _____
Goal to be achieved by: _____ (date)

Goal #3 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Goal to be achieved by: _____ (date)

Employeeís Comments _____

Supervisorís Comments _____

Supervisorís Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

Senior Pastor's Signature: _____

Date: _____

Adopted 4/97