

_____ (EMPLOYEE OR VOLUNTEER)
POSITION PERFORMANCE EVALUATION FORM (TEMPLATE B)

Employee Name: _____

Evaluator Name _____

Review Period: From To Next Review Date

SECTION I: GOAL PERFORMANCE SCORING

A major component of the employee review is an evaluation of their progress in achieving position goals. Specific measurable goals should be listed below. Evaluate the employee's performance in each responsibility. Comments should focus on significant results, difficulties encountered, and the resulting impact on the Church.

Goal Rating: Rate each goal using one of the following ratings:

- Level 1 = Unacceptable. Goal performance did not meet minimum goal performance requirements. Requires immediate corrective action.
- Level 2 = Needs Improvement. Goal performance partially met some aspects of expectations. Needs improvement in some aspects of goal performance indicating skills need improvement or position requires closer supervision.
- Level 3 = Fully met goal performance expectations. Consistently met all aspects of goal/performance.
- Level 4 = Exceeds Expectations. Met all aspects of goal performance and exceeded some aspects of goal performance.
- Level 5 = Outstanding. Far exceeds goal performance demonstrating personal initiative to go above and beyond. No goal performance deficiencies.

	score
Goal: Comments:	
Goal: Comments:	
Goal: Comments:	
Goal: Comments:	
Goal: Comment:	
Goal: Comments:	
Total score of all goals (A)	
Maximum possible score of all goals: Number of goals x 5 = (B)	
Average Score Percentage: (A)/(B) x 100	

SECTION II: PROFESSIONAL SKILLS

This section evaluates the employee's professional skills. Each skill factor is described in terms of observable behavior arranged on a scale from (1) to (5). For this review period only, indicate the employee's performance in each skill area by placing rating score in the block indicated. To enhance the quality of the performance discussion, brief comments or specific examples should accompany all skills. If a particular skill is not applicable, do not score that skill and note that it does not apply.

Professional Skills Rating Score:

Level 1: Very low skill level. Skill does not meet job requirements. Requires immediate action.

Level 2: Below average skill level. Needs improvement.

Level 3: Skill level fully meets requirements.

Level 4: Skill level exceeds expectations.

Level 5: Outstanding; far exceeds skill level required for current position

	Score
Job Knowledge. Comments:	
Demonstrates the ability to establish priorities and meet deadlines. Comments:	
Ability to analyze problems and recommends options for correction. Comments:	
Ability to innovate and change. Comments:	
Team building. Comments:	
Ability to manage tasks. Comments:	
Ability to manage people. Comments:	
Quality of work. Comments:	
Other Skill: Comments:	
Total score for all skills (A)	
Total number of skills rated (B)	
Average skill score: (A)/(B)	

Additional comments on skills:

**SECTION III
EMPLOYEE DEVELOPMENT**

In order to facilitate employee development and career planning, use the following checklist to indicate where performance can be improved. In areas where improvement is required during the next review period, mark "X". In areas where improvement is not critical, but would enhance overall performance, mark "O".

PROFESSIONAL/MANAGEMENT SKILLS

<input type="checkbox"/>	Work Planning	<input type="checkbox"/>	Policy/Procedure
<input type="checkbox"/>	Organization	<input type="checkbox"/>	Goal Setting
<input type="checkbox"/>	Decision - Making	<input type="checkbox"/>	Monitoring/ Controlling
<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Verbal Skills
<input type="checkbox"/>	Teamwork/Cooperation	<input type="checkbox"/>	Written Communication
<input type="checkbox"/>	Public Relations	<input type="checkbox"/>	Program/Project Evaluation
<input type="checkbox"/>	Interpersonal Skills	<input type="checkbox"/>	Problem Solving
<input type="checkbox"/>	Training/Coaching	<input type="checkbox"/>	Results Orientation
<input type="checkbox"/>	Time - Management	<input type="checkbox"/>	Public speaking skills
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Directing Ministers
<input type="checkbox"/>	Other: _____		

Comment on the employee's progress towards achieving the development plans established at the beginning of this review period.

Based on the overall performance rating and the employee developmental needs, identify a development plan for the next review period. Primary focus should be on improving the employee's performance in their present job. Secondary emphasis should be place on identifying future career goals and developing a path toward goal attainment.

Development/Training Plans & Time Frame (fill in):

Job Description - Is the current job description for the position being reviewed adequate? (Yes____ No_____) (If no, please attach and discuss update with employee.)

Next Time Period Goals: Attach goals for next time period.

Employee evaluator signature: _____ Date _____

Employee comments: _____

Employee signature: _____ Date _____

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