

STAFF PERFORMANCE EVALUATION

Name: _____

Date _____

Job Title: _____

Please rate each factor with a numerical value from the following scale:

| | | | |
|-------|-------|-------|-----------|
| 1 - 2 | 3 - 4 | 5 - 6 | 7 - 8 |
| Poor | Fair | Good | Excellent |

| Task Description | Numerical Value |
|---|------------------------|
| 1. Commitment and fulfillment of the Motto, Mission Statement and Vision Strategy | _____ |
| 2. Punctuality and attendance | _____ |
| 3. Ability to complete assignments in a timely fashion | _____ |
| 4. Punctuality and completeness of reports and assignments due | _____ |
| 5. Preparation for staff meetings | _____ |
| 6. Participation and contribution in the book read sessions at the All Day Staff Planning session | _____ |
| 7. Ability to produce results | _____ |
| 8. Professionalism | _____ |
| 9. Ability to handle conflicts | _____ |
| 10. Ability to work well with other staff members | _____ |
| 11. Ability to function on a team (Team Player) | _____ |
| 12. Communication with the staff | _____ |
| 13. Ability to build rapport with other church leaders | _____ |
| 14. Resistance to negativity and complaining | _____ |
| 15. General attitude in the work place | _____ |
| 16. Ability to develop and raise up leaders | _____ |
| 17. Developing one's self and ministry capabilities (Spiritual maturity, mental wholeness and physical fitness) | _____ |
| 18. Overall performance of job description | _____ |

A. Areas of strength

B. Areas that need improvement

Signature of Staff Member

Date

Signature of Evaluator

Date

Total Score: _____

Merit increase scale:

0% = *Less than 90*

1% = *91 -122*

2% = *124-133*

3% = *134-144*

Independent of the annual cost of living raise, this assessment of skills allows the staff member to get an additional increase in salary called the ***Merit Increase***, based solely on the performance evaluation.