

**ANNUAL PERFORMANCE REVIEW
SUPPORT STAFF**
New Life Community Church



Employee:

Reviewed by:

Job Title:

Review period:

Department:

Date of review:

Complete this form prior to the employee interview and then review and comment on each area with the employee. The purpose of the review is to: (a) clarify expectations; (b) provide feedback on performance; (c) encourage development and growth; and (d) facilitate candid communication.

Marginal

Performance is below standard and in need of improvement.

Satisfactory

Performance meets the requirements of the position.

Commendable

Performance is outstanding and exceeds usual expectations for the role.

EFFECTIVENESS

Planning

Comments:

Low -----High

Decision-making

Comments:

Low -----High

Problem-solving

Comments:

Low -----High

Conflict Resolution

Comments:

Low -----High

Communication

Comments:

Low -----High

ATTITUDES

Enthusiasm

Comments:

Low -----High

Initiative

Comments:

Low -----High

Dependability

Comments:

Low -----High

Loyalty

Comments:

Low -----High

Teachability

Comments:

Low -----High

Empathy Low -----High
Comments:

Servanthood Low -----High
Comments:

PRODUCTIVITY

Goal achievement Low -----High
Comments:

Quantity of work Low -----High
Comments:

Quality of work Low -----High
Comments:

PERSONAL DEVELOPMENT

Physical and emotional health Low -----High
Comments:

Spiritual vitality Low -----High
Comments:

RECOMMENDATIONS:

EMPLOYEE RESPONSE

VERIFICATION OF REVIEW

*By signing this form, you confirm that you have discussed this review in detail with your supervisor.
Signing this form does not necessarily indicate that you agree with this evaluation.*

Signature of Employee

Date

Signature of Supervisor

Date
