



NEW
SONG
COMMUNITY
CHURCH

Performance Appraisal

Employee Name: _____ Manager Name: _____

Job Title: _____ Review Date: _____

Review Period: From: _____ To: _____

Self Evaluation

To be filled out by the employee before the evaluation.

Accomplishments/Things I am proud of:

Metrics:

Fill out what applies

Attendance: _____ Attendance increase or decrease from last reporting period _____

of staff you oversee: _____

of volunteers you oversee: _____

of new volunteers: _____

of connections (lunches/coffee): _____

Other Metrics:

Appraisal

Performance

Completes tasks on time Rating: _____

Work quality Rating: _____

Productivity Rating: _____

Works Independently Rating: _____

Communication

Reports to proper supervisors Rating: _____

Keeps others informed Rating: _____

Understands instructions easily Rating: _____

Communication skills Rating: _____

Interpersonal Skills

Working relationship with others Rating: _____

Relationship with supervisor Rating: _____

Team Player: is willing to take on additional responsibilities Rating: _____

Attendance

Punctually Rating: _____

Reliability Rating: _____

Is actively involved in a Life Group Rating: _____

Knowledge/Skills

Meets job requirements Rating: _____

Applies knowledge/skills to job Rating: _____

Adds to knowledge and skills Rating: _____

Scale

3 – Exceeds the Standard: Performance is consistently superior and significantly exceeds position requirements.

2 – Meets the Standard: Performance consistently meets position requirements.

1 – Does not meet the Standard: Performance consistently fails to meet minimum position requirements.

N/A New/Not Applicable: This does not apply to employee's current position/responsibilities.

Comments

What You Did Well:

Ways to Improve:

Other comments:

Employee Signature _____ Date _____

Managers Signature _____ Date _____

Executive Signature _____ Date _____