Covenant Life Church Performance Appraisal

Employee _____ Supervisor _____ Date _____

Competencies

For each competency, assess the employee using the following scale: greatly exceeds expectations (5), exceeds expectations (4), meets expectations (3), below expectations (2), greatly below expectations (1). Space is provided for both the employee to self-assess and the supervisor to assess. On the companion sheet, describe behaviors and skills that are strengths and/or developmental needs associated with the competencies listed below when assessments exceed and greatly exceed or are below and greatly below expectations.

Action Orientation

Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a results-oriented environment, and follows through on actions. Marked by a “do what it takes” attitude.

Self-Assessment: _____ Supervisor’s Assessment: _____

Comments:

Communications

Communicates well both verbally and in writing. Effectively conveys and shares information and ideas with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant detail in presented information.

Self-Assessment: _____ Supervisor’s Assessment: _____

Comments:

Creativity/Innovation

Generates novel ideas and develops or improves existing and new systems that challenge the status quo, takes risks, and encourages innovation.

Self-Assessment: _____ Supervisor’s Assessment: _____

Comments:

Mission/Goal Orientation

Possesses the ability to define issues and focus on achieving workable solutions consistent with fulfillment of church mission (connect to Christ, one another and service) and consistent with the church's ministry process (big → medium → small).

Self-Assessment: _____ Supervisor's Assessment: _____

Comments:

Interpersonal Skill

Effectively and productively engages with others and establishes trust, credibility, and confidence with others.

Self-Assessment: _____ Supervisor's Assessment: _____

Comments:

Leadership

Motivates, empowers, inspires, collaborates with, and encourages others. Develops a culture of cultivating people (both staff and volunteers). Builds consensus when appropriate. Focuses team members on common goals.

Self-Assessment: _____ Supervisor's Assessment: _____

Comments:

Teambuilder

Knows when and how to attract, develop, reward, and utilize teams to optimize results. Acts to build trust, inspire enthusiasm, encourage others, and help resolve conflicts and develop consensus in creating high-performance teams.

Self-Assessment: _____ Supervisor's Assessment: _____

Comments:

Technical/Functional Expertise

Demonstrates strong technical/functional proficiencies and knowledge in areas of expertise, as defined by the employee's job description. Consistently does the right thing by performing with reliability.

Self-Assessment: _____ Supervisor's Assessment: _____

Comments:

Summary

Overall Performance (Competencies and Accomplishments): _____

(greatly exceeds expectations, exceeds expectations, meets expectations, below expectations, greatly below expectations)

Strengths and Developmental Needs

Describe specific behaviors and skills that are strengths and/or developmental needs associated with the competencies listed above, particularly when an employee assessment exceeds or is below expectations. List specific actions that will be taken to enhance performance and/or prepare the employee for advancement when employee does not meet expectations. Please make your comments as specific as possible.

Areas of strength

Areas to be developed

Actions (training, development, coaching, special projects, promotion, transfer, etc.)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____