

How one congregation uses the 360 evaluation:

The first year of implementing this system, the job description is divided into categories. For each category there is a place for the staff member to give a self-assessment and a place for the manager to add comments based on 360 reviews that have been collected. Staff members are allowed to suggest names of people who might complete a 360 for them. The form includes just 3 questions: Strengths and Accomplishments, Areas for Improvement, and Additional Comments. The final decision of who is asked to complete the 360 is determined by the manager. After the first year, goals are added to the employee form—sometimes goals fit into existing categories and sometimes a new category is formed.

Our process is that I send out the self-assessment to staff, the Personnel Committee chairperson solicits and collects the 360s. Once the employee has send back their completed self-assessment, I add my comments to the manager sections that includes the feedback received from the 360's (but I don't include the name of the person who gave the feedback). Once completed I meet with the staff person to share the assessment and to set goals for the coming year. Then we check in after 6 months on the progress they have made toward their goals.