

Evaluation Worksheet
Our Savior's Lutheran Church
1800 21st Ave Greeley, CO 80631

Name: _____

Date: _____

Position: _____

- Rating Scale:**
- 5 Superior** Performance is clearly outstanding in all phases of the position. The person's achievements and contributions greatly exceed expectations, standards and requirements.
 - 4 Above Average** The person consistently performs at a higher level than the job requires.
 - 3 Average** Performance is satisfactory. The person meets job requirements and expectations.
 - 2 Below Average** Performance is adequate. The person meets most of the job requirements and expectations, but needs improvement in some areas.
 - 1 Unsatisfactory** The person's performance does not meet job requirements or expectations. Improvement is essential.

Rating **Performance Areas**

_____ 1. **Job Knowledge:** Possesses overall knowledge of job; knows duties and responsibilities; seeks additional information and/or training to enhance ability to perform job expectations and sharpen skills and abilities.

Comments: _____

_____ 2. **Organization:** Ability to establish schedule of tasks, to prioritize jobs, to accomplish work in a timely fashion and to utilize time in an efficient manner; records and work space are well-ordered.

Comments: _____

_____ 3. **Dependability:** Reliability in performance of assigned tasks within allotted time; demonstrates conscientious work behavior; infrequent absences and plans for completion/coverage of job responsibilities when absent.

Comments: _____

_____ 4. **Initiative:** Self motivating; resourceful and creative in job performance; strives to develop improved ways of achieving job expectations; willingness to lead and accept more responsibility when needed.

Comments: _____

_____ 5. **Decision Making:** Uses logic, good judgment and common sense in job performance and in relating to others.

Comments: _____

_____ 6. **Adaptability:** Ability to learn and adjust to new ideas and procedures and be flexible in work behavior.

Comments: _____

_____ 7. **Responsiveness:** Shows interest in job; friendly and cooperative with co-workers and members of congregation; accepts tasks willingly; works in a professional manner.

Comments: _____

_____ 8. **Communication:** Ability to develop effective work relationships; capacity to express ideas clearly; attention to informing staff and church leaders/membership concerning job activities; maintains confidentiality.

Comments: _____

_____ 9. **Quality of Work:** Works accurately, neatly and with attention to detail; work is of an acceptable standard.

Comments: _____

_____ 10. **Productivity:** Ability to produce a sufficient quantity of work, to work efficiently, and to plan and organize tasks and time.

Comments: _____

Overall Performance Level (average of the ten Performance Areas rated): _____

- **What challenges demand more of my time and energy than they deserve?**

- **What help do I need to attend to these challenges?**

- **What are two unexpected positive developments from the year?**

Last Year's Commitments:

#1 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

#2 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

#3 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Progress/status of completion: _____

Next Year's Commitments:

#1 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Goal to be achieved by: _____ (date)

#2 _____

Activities to meet goal:

a. _____

b. _____

c. _____

Goal to be achieved by: _____ (date)