

THE GREECE
UNITED METHODIST
CHURCH

1924 Maiden Lane
Rochester, NY 14626

Staff Evaluation

Staff Person Name: _____

Position: _____ **Evaluation Date:** _____

This form is either: one of several evaluations prepared by individuals familiar with the church and the staff person, OR a summary of those evaluations prepared and submitted by the SPRC Liaison.

- Inputs are to be based on the evaluator’s first hand experience, not second hand or hearsay.
- Evaluator should not score questions on which he/she has no recent, direct information.

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.
	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 and Productivity:** Ability to establish schedule of tasks, to prioritize jobs, to accomplish work in a timely fashion and to utilize time in an efficient manner;

Comments:

_____ 3. **Quality of Work:** Works accurately, neatly and with attention to detail; work is of an acceptable standard, records and work space are well-ordered

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 **Communication & Relationships :** Ability to develop effective work relationships; capacity to express ideas clearly; attention to informing staff and church leaders/membership concerning job activities; maintains confidentiality, works in a professional manner.

Comments:

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

(This page for SPRC and Staff Person)

Goals _____

Employee's Comments _____

Liaison's Comments _____

Liaison's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Pastor's Signature: _____ **Date:** _____