

CEO Self-Evaluation



Annual Self-Evaluation

Position: CEO

Date:

Looking to the future is essential if we are to remain fresh, on the cutting edge of our predetermined objectives. Evaluation of the past and present is an important part of planning for the future, especially after an appropriate period of time has passed since taking on a ministry or job.

This evaluation process is intended for leaders. It can be easily adapted for various positions. This process is not designed as an annual evaluation of a team's goals and objectives, but it can contribute toward that.

Personal evaluation is usually a rewarding process which encourages communication and better understanding. It should not be carried out so often that people feel like they are always being judged or examined under a microscope, yet often enough to be effective. For an office, having an annual evaluation is usually sufficient. For a field setting it could be less often especially if leaders are able to visit only occasionally.

The purpose of this evaluation is fivefold:

1. To identify what has been accomplished. As Isaiah 46:9 says, "Remember the former things, for I am God and there is no one like Me." It is helpful for us to review what was accomplished. When we put together a list of accomplishments, we are usually astonished to see all that has been completed. On the other hand, if a person has been slacked in their responsibilities, evaluation will help to spur them on, to improve in the future. If done correctly, rarely does this process discourage.

2. To identify where our strengths lie. God has given gifts and abilities to each of us. As 1 Peter 4:10 states: "As each one has received a *special* gift, employ it in serving one another as good stewards of the manifold grace of God." We need to identify where our strengths lie, praising God for His hand in our ministries and helping those areas to become even more developed through careful balance.

3. To identify our weaknesses. All of us have some areas of weakness and there may be other areas that are subtler, that we may not be aware of. Knowing our weaknesses provides us with the opportunity to strengthen them or to delegate responsibilities to

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others. That is one advantage of working in a team. Often the Lord brings people together on a team whose strengths and weaknesses complement each other.

4. To identify ways in which we can improve. Knowing our strengths and weaknesses is not enough. As we look to the future, there may be some aspects that we can improve. Let us bathe this process in prayer, leaning upon the Holy Spirit to help us and guide us. 2 Tim 3:16 -17 says that "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work." As Christians in spiritual ministry we may use different means than a secular company might use to evaluate ourselves and to plan for the future.

5. To better plan for the future. A good evaluation process should lead us toward the future, and not only as an individual but in tandem with the others on our team. A good planning scheme is essential for us to remain fresh and vital. As Isaiah 43:18-19 says, "Do not recall the former thing or ponder things of the past. Behold I will do something new...."

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The Evaluation Process - Self Evaluation

Part 1: Introduction

A. Describe your role in general (One paragraph is sufficient).

Part 2: In light of the team's purpose and strategies, describe the following:

A. Take careful look at each aspect of your job description and describe how you were able to contribute to the team's purpose and strategies in each of those aspects since your last evaluation.

B. What areas of your job or ministry did you find the greatest satisfaction or enjoy the most? Why?

C. What areas of your job or ministry were most difficult for you or least enjoyable? Why?

D. Can you identify ways in which you can improve?

E. What can your board do to enhance your working relationships, job, or ministry effectiveness?

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Part 3: Team relations:

- A. Please describe the joys and challenges you have had with your team mates.
- B. How do you see yourself complementing or supplementing others on your team?
- C. What changes would be helpful to improve your team?

Part 4: Associated aspects:

- A. Because we are a Christian ministry, our lives and personal character have considerable bearing upon the job or ministry in which you are involved with your organization. Please describe the following areas.
 - 1. Your relationship with God
 - 2. Your relationship with your family (spouse, children, broader family if it applies).
- C. Your relationship to your sending church and supporters
- D. How has your knowledge of the ministries in the field improved?
- E. Has your involvement with your organization enhanced any other ministries that you are involved in?

Part 5: Future planning and thinking

- A. Are there some areas where you feel you could grow personally if you had more training or experience?
- B. What special things would you like to do or participate in over the next 18 months?
- C. What changes would be helpful as you look to the future either personally or on your team or in your ministry?
- D. What are your plans for personal growth?

Part 6: Travel Schedule for next months

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Skill Assessment Part 1

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Leadership Skills:

Delegation

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Responsibility

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Vision

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Decision Making

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Change Management

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Risk-Taking

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Serving

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 2

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Communication Skills:

Listening

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Speaking

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Networking

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Openness

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Energy

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Giving Feedback

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Receiving Feedback

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 3

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Team Skills:

Listening

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Coaching

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Questioning

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Helping

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Reliability

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 4

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Organization Skills:

Project Management

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Financial Management

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Personal Time Management

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Logistics

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Attention to Detail

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 5

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Creativity Skills:

Problem Solving

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Problem Identification

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Inventiveness

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Brainstorming

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Innovation

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 6

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Interpersonal Skills:

Empathy

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Stress Management

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Optimism

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Approachability

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

Professionalism

Weak										Strong
1	2	3	4	5	6	7	8	9	10	

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Skill Assessment Part 7

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Organizational Alignment:

Understanding of Organizational Values

Weak Strong
1 2 3 4 5 6 7 8 9 10

Understanding of Organizational Mission

Weak Strong
1 2 3 4 5 6 7 8 9 10

Strategic Planning

Weak Strong
1 2 3 4 5 6 7 8 9 10

Application of Values and Mission in Planning

Weak Strong
1 2 3 4 5 6 7 8 9 10

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Skill Assessment Part 8

Identify your current skill level and feel free to comment on the group set related to strengths, weaknesses, or areas you are actively working to improve

Spiritual Leaderships:

Personal Spiritual Vitality

Weak Strong
1 2 3 4 5 6 7 8 9 10

Spiritual Emphasis for the Organization

Weak Strong
1 2 3 4 5 6 7 8 9 10

Spiritual Growth of the Team

Weak Strong
1 2 3 4 5 6 7 8 9 10

Faith-led and Faith-driven Decision Making

Weak Strong
1 2 3 4 5 6 7 8 9 10

Evidence of the Fruit of the Spirit

Weak Strong
1 2 3 4 5 6 7 8 9 10

Comments: