Performance Assessment – Self Evaluation

Rating System

Exceptional	5.0	Consistently exceeds expectations; clearly recognized as the excellence standard for others
Exceed	4.0	Often exceeds expectations; is consistently recognized for being above standard
Fully Meets	3.0	Consistently meets expectations; is solid and sustainable
Partially Meets	2.0	Does not consistently meet expectations; some improvement is needed
Does Not Meet	1.0	Consistently below expectations; significant improvement is needed

Technical & Functional Skills (Applied Knowledge and Skills)

Demonstrates technical competence in performing required job duties (How well do you know the bible scriptures)
Demonstrates job-related functional skills and knowledge (Do you know your job at church)
Seeks to improve knowledge and skills through development activities (training, studying, reading, etc.)
Applies learning and development to current job (Do you apply it to your life and benefit of the church)

Rating:

Communication

Listens well to others (prays with others), Prayer (personal prayer time with God)
Openly and proactively shares necessary information and feedback with others (prayer requests)
Provides Lesson Reviews
Actively Participates in Praise and Worship

Rating:

Work Methods & Results Focus

Produces quality work that meets expectations
Keeps commitments and completes work by established deadlines
Takes responsibility for own actions, Adheres to company guidelines and processes
Organizes, plans and manages time and tasks effectively
Demonstrates timely, thorough and appropriate follow through
Demonstrates flexibility and adjusts quickly as work demands change
Accepts feedback and takes action to continuously improve
Exhibits integrity, fosters trust and respect through actions

Rating:

Decision Making & Problem Solving

Demonstrates ability to arrive at sound, logical decisions with positive outcomes
Makes quality decisions that are based on our core values
Demonstrates courage to take action and make difficult decisions under pressure
Identifies and solves problems using good judgment and a realistic understanding of the issues
Remains open minded to new information and takes appropriate action

Rating:

Building Relationships & Teamwork

Creates a sense of teamwork by willingly and proactively assisting others
Maintains a solution-oriented approach while working with others; even under strained conditions and/or time demands
Mentors other church members and sets a good example
Builds relationships that contribute to the church's success

Rating:

Customer Focus

Demonstrates a clear customer focus (customer represents the community ex. Nursing Home)
Follows-up and ensures customer commitments are met

Rating:

Employee Selection and Development (Witness)

Actively recruits and effectively selects new church members
Takes ownership to ensure new church members and converts are successfully oriented into the position, team and church
Encourages church members and converts to seek development opportunities. Provides resources and support
Provides timely and effective coaching and guidance; holds church members and new converts accountable for results

Rating:

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Overall Rating Instructions

Calculated Overall Rating by adding up the rating for each group

Rating:

Rate your overall performance by selecting the appropriate self rating value

Rating:

Enter your accomplishments, your strengths, and your areas of improvement, as well as any supporting comments
You can also include specific development activities to complete

Accomplishments:

Strengths:

Areas for Improvement:

Development Activities (What are you doing to improve):

Comment (where do you see yourself in a year. Ex. Closer to God, more committed, more consistent, victorious):