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**Staff Evaluation Guide**

(Attach Staff Members Role Description)

Date:

Staff Member:

Position:

Began Employment:

Proposed Date of Review Meeting with Staff Member:

Present at Review Meeting (List):

Supervisor should write review summary and then meet with staff member and then both should sign and date that report:

Date of meeting to review summary report:

Supervisor: (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Staff Member: (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Describe what you do listing your top 5 main areas of responsibility:

1.

2.

3.

4.

5.

In a typical week – how do you structure your week and what percentage of time do you spend on each of the main areas listed above?

List the volunteers / staff that you oversee on a regular basis:

What do you feel are the strengths you bring to the organization?

What have been your accomplishments / contributions over the past year that you have felt best about?

How do you feel you have grown in the last year (don’t be bashful)? What steps have you taken to improve your skills and develop?

What parts of your job did you enjoy the most over the past year?

What parts of your job did you enjoy the least?

What parts of your job did you find challenging?

What would you like to do to grow in your skills in the coming year?

What are your hopes, dreams and goals for your ministry in the coming year?

How could the leadership of our organization better support you?

How are you doing spiritually?

How is the balance with family life and ministry going?

Finally, do you have any other joys or struggles you would like those you work for to be aware of?