

WHY DO PERFORMANCE APPRAISALS?

A good performance appraisal will:

- Encourage better communication regarding job expectations and progress.
- Reduce anxiety because the employee knows for certain how he or she is perceived and how he or she is doing.
- Increase productivity potential when there is timely and corrective feedback.
- Inspire continued quality performance when positive contributions are recognized and affirmed.
- Help the employer discover job-related problems and involve him or her in seeking solutions.
- Help both the employer and the employee plan for the future.

Sample Support Staff Performance Evaluation Form

Name of individual being evaluated: _____

Position: _____

Evaluator's Name: _____

Date: _____

- Scale:** 9-10 Excellent
 7-8 Good
 5-6 Average
 3-4 Fair
 1-2 Poor

Scale Definitions:

9-10 Excellent: Outstanding performance that repeatedly makes contributions to the organization above the requirements of the position. Exceptionally high quality performance that leaves little to be desired.

7-8 Good: Performance marked by initiative and intelligent execution, not only fulfilling the requirements of the job, but generally contributing more than the individual's share. Good performance indicates sound judgment, knowledge, and competent mastery of the job.

5-6 Average: Workmanlike performance with the responsibility being handled competently in a satisfactory or adequate manner.

3-4 Fair: Minimum performance requirements just being met. Area needs some improvement.

1-2 Poor: Performance that is below minimum requirements. Repeated intervention by the overseer has been necessary to accomplish the work. Intensive effort by the staff member and close attention by the supervisor are required to effect improvement. Area needs much improvement.

Please indicate the evaluation score in the appropriate columns. Scores that fall into the "poor" category must have an explanation. "Poor" category scores will not be considered without an explanation.

| EVALUATIONS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--|---|---|---|---|---|---|---|---|---|----|
| 1. Attitude | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | |
| 3. Punctuality | | | | | | | | | | |
| 4. Loyalty to leadership, staff & organization | | | | | | | | | | |
| 5. Interpersonal skills | | | | | | | | | | |
| 6. Relationship in church | | | | | | | | | | |
| 7. Relationship in office | | | | | | | | | | |
| 8. Cooperates with & assists coworkers | | | | | | | | | | |
| 9. Personal hygiene, appearance & modesty | | | | | | | | | | |
| 10. Ability to resolve conflicts or problems | | | | | | | | | | |
| 11. Uses work time to work | | | | | | | | | | |
| 12. Prioritizes work well | | | | | | | | | | |
| 13. Meets deadlines | | | | | | | | | | |
| 14. Maintains neat office | | | | | | | | | | |
| 15. Creativity | | | | | | | | | | |
| 16. Quality of work | | | | | | | | | | |
| 17. Quantity of work | | | | | | | | | | |
| 18. Written communication skills | | | | | | | | | | |
| 19. Oral communication skills | | | | | | | | | | |
| 20. Technical/professional knowledge | | | | | | | | | | |
| 21. Accepts suggestions & directives | | | | | | | | | | |
| 22. Sees the job as a ministry | | | | | | | | | | |

"Poor" category score explanations

___ / _____

Title of category

___ / _____

Title of category