



Employee Evaluation

Employee Name:

Date:

Evaluator:

Rating Scale: NI = Needs Improvement, ME= Meets Expectation, EE = Exceeds Expectations

Overall Performance:

3 EE = Eligible for merit compensation based on availability.

3 NI = 6 months probation period.

Quality/Characteristic.	Rating	Comments // Action Needed
<i>Attitude: Demonstration of a healthy, positive attitude toward tasks, workers, and challenges</i>		
<i>Dependability: Faithful to responsibilities outlined in role description</i>		
<i>Team cooperation: Works well as a team player, cooperates and supports fellow team members</i>		
<i>Character: The evidence of Christ-like character. Demonstrates self control and discipline of behavior, emotions, and lifestyle.</i>		
<i>Attendance/Punctuality: Faithfulness in coming to work daily and on time.</i>		
<i>Communication: Timeliness and effectiveness of communication.</i>		
<i>Administration: Demonstrates effectiveness in planning, organizing, time management, and efficiently handling activities.</i>		
<i>Leadership: Effective in accomplishing work assignments through team or volunteers. Promotes innovation. Shows ability to initiate and adapt to change. Committed to the vision of the church.</i>		
Overall Performance		