

Reynoldsburg United Methodist Church  
Performance Assessment for Non Exempt Employees

Employee Information

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Time in Current Assignment: \_\_\_\_\_ years \_\_\_\_\_ months

Date of this Evaluation: \_\_\_\_\_ Date of Last Payroll Action: \_\_\_\_\_

Reason for Evaluation: \_\_\_\_\_ annual  
(check one) \_\_\_\_\_ 6 month evaluation  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

The purpose of this evaluation is to let you know how well you are accomplishing your job responsibilities and objectives. In addition, it provides an opportunity for you and your supervisor to exchange information, to plan training and development activities and to clarify performance standards.

By signing below, you acknowledge that you have read and understand this performance evaluation. Your signature does not indicate you agree with all statement contained herein.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

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Critical Management Skills

Performance Rating Guidelines

- 1 = does not meet expectations
- 2 = meets expectations
- 3 = exceeds expectations

<b>Attribute</b>	<b>Reviewer Rating</b>	<b>Employee Rating</b>	<b>Employee Supporting Comments</b> (required for 1 or 3 rating)	<b>Reviewer Supporting Comments</b> (required for 1 or 3 rating)
<b>Quality of Work</b>				
Is thorough, effective and accurate. Holds self personally accountable for quality of work				
Completes work projects and tasks in an accurate/timely manner				
<b>Interpersonal Relationships</b>				
Creates a respectful work environment, shows tact and courtesy when working with others including guests and congregants				
Responds positively to direction and adapts well to change; carries out oral/written instructions				
Willingly completes tasks beyond their established work role when requested				
Effectively conveys ideas and information to others written/orally; keeps both				

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supervisor and team informed of job status				
<b>Productivity &amp; Initiative</b>				
Is self-directed, resourceful and creative in meeting objectives				
Plans ahead and anticipates needs				
Shows initiative in starting and completing tasks				
Identifies problems or potential problems and generates logical solutions				
Identifies ways to fill idle time with productive tasks; utilizes time wisely				
<b>Job Knowledge &amp; Judgement</b>				
Develops alternative/solutions to problems; selects proper course of action				
Makes sound job-related decisions				
Fully understand nature/content of all job responsibilities; performs all job-associated tasks competently				
<b>Availability &amp; Dependability</b>				
Is prompt, follows rules concerning breaks, meal periods and vacation policy				
Is available and accepts overtime as appropriate in support of business needs				

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Employees with an annual performance rating of a 1 should be reviewed again within a minimum of six months to determine completion/outcomes of Development Action Plan below.

Employee Continuous Improvement & Development Plan

Employee Strengths:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Employee Continuous Improvement Areas:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Development Action Plan for Continuous Improvement Areas:

Action Item	Goal Date

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Overall Performance Evaluation

This section is a summarization of the employee's overall performance since the last performance review, based on completed performance objectives.

**Overall Performance Rating (Check One)**

Outstanding Performance \_\_\_\_\_

Superior Performance \_\_\_\_\_

Solid Performance \_\_\_\_\_

Needs Improvement \_\_\_\_\_

Unsatisfactory Performance \_\_\_\_\_

Employee Comments:

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