

Reynoldsburg United Methodist Church
Performance Assessment for 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

Attribute	Reviewer Rating	Employee Rating	Supporting Comments
Quality of Work			
Is thorough, effective and accurate. Holds self personally accountable for quality of work			
Effectively establishes an appropriate course of action to achieve the goals of the church			
Provides input into church budget development and is proactive in achieving budget goals			
Completes work projects and tasks in an accurate/timely manner			
Leadership			
Creates a respectful work environment, shows tact and courtesy when working with others including guests and congregants, is skillful at perceiving and reacting to the needs of others			
Responds positively to direction and adapts well to change; carries out oral/written instructions			
Willingly completes tasks beyond their established work role when requested			
Creates an environment in which staff members and congregation can become highly motivated			
Appropriately utilizes available resources to accomplish planned activities, skillful at using			

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the talents of the team to best achieve the goals			
Effectively conveys ideas and information to others written/orally; keeps both supervisor and team informed of job status			
Productivity & Initiative			
Is self-directed, resourceful and creative in meeting objectives			
Strong decision maker, makes timely decisions and commits to a plan of action			
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			
Job Knowledge & Judgement			
Develops alternative/solutions to problems; selects proper course of action			
Makes sound job-related decisions, evaluating alternative courses of action to reach fair, sound and reasonable decisions			
Fully understand nature/content of all job responsibilities; performs all job-associated tasks competently			
Availability & Dependability			
Is prompt, follows rules concerning breaks, meal periods and vacation policy			
Is available and accepts overtime as appropriate in support of business needs			

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.

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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

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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