



Employee Evaluation

Employee Name: _____

Employment Date: _____

Job Title: _____

Evaluation Date: _____

Evaluator Name: _____

Evaluation Period: _____

This evaluation has two sections: Employee Qualities and Employee Job Performance. Both sections are important and carry equal weight in the evaluation process.

Employee Qualities

Rating Scale:

1	2	3	4	5	6	7	8	9	10
Unacceptable-----					Satisfactory-----				
Excellent									

Quality/Characteristic	Rating	Action Steps
<i>Attitude: demonstration of a healthy, positive attitude toward tasks, workers, and challenges</i>		
<i>Initiative: the desire and will to pursue and attain goals</i>		
<i>Dependability: reliable, willing to make sacrifices, faithful to responsibilities</i>		
<i>Team Cooperation: works well as a team player, cooperates and supports fellow team members</i>		
<i>Loyalty: committed to the church, leaders, and its vision</i>		
<i>Discipline: demonstration of self-control and discipline of behavior, emotions, lifestyle</i>		
<i>Appearance: the personal impression one makes on others – includes hygiene, cleanliness, neatness, dress</i>		
<i>Spirituality/Character: the evidence of Christ-like character and steady spiritual growth</i>		
<i>Attendance/Punctuality: faithfulness in coming to work daily and on time</i>		
<i>Quantity of Work: the amount of work an individual does in a work day</i>		
<i>Job Knowledge: the information concerning work duties which an individual should know for satisfactory job performance</i>		
Overall Employee Rating (1-10):		(The overall rating is the average of the ratings given [the sum of the ratings divided by 11].)

Employee Job Performance

How has the employee exceeded in fulfilling the requirement his/her job description?

Has the employee failed to comply with his/her job description? Yes_____ No_____

If "Yes", how and in what areas?

Does the current job description match the employee's calling, gifts, and aspirations?

Describe the strengths of the employee that make him/her an asset to the organization:

Describe the areas where improvement is needed:

Evaluator Comments:

Employee Comments:

Employee Signature:

Evaluator Signature:

Date:

Date: