

## **PERFORMANCE EVALUATIONS**

### **I. PURPOSE**

1. Provide a structured opportunity for employee and supervisor to communicate and discuss the employee's job performance in the past year.
2. Evaluate the results of the employee's job performance based on previously established goals and job objectives.
3. Highlight and reinforce successful work performance by identifying goals and objectives that were accomplished.
4. Identify job performance areas that were not completed in a satisfactory manner.
5. Create development plan and begin to identify work plan for subsequent year.
6. Identify changes needed in job description.

### **II. EXPECTED ENVIRONMENTAL CONDITIONS**

1. It will be confidential.
2. It will be at a time that is convenient for both persons.
3. The time will be uninterrupted, quiet, private, and sufficient to complete the process.
4. It will not be "sandwiched" in with other agenda items of a meeting.
5. There have been ongoing, informal opportunities for feedback during the year.
6. There will be no surprises.

### **III. SAMPLE PROCESS (especially good for 3 and 6 month reviews):**

1. Review the previous evaluation (if any) and existing job description.

2. Partially complete the performance evaluation tool (job responsibilities and objectives should be filled in). Both the supervisor and employee have a copy of this. If you have trouble completing or agreeing on the objectives, remember that they need to be SMART:

**S**      pecific  
**M**      easurable  
**A**      ttainable and agreed upon  
**R**      ealistic and  
**T**      ime-oriented

3. Employee and supervisor separately complete the evaluative assessments asked for in the tool.
4. Employee and supervisor give their preliminary drafts to each other prior to the meeting.
5. Employee and supervisor meet; discuss similarities/differences. Development plan created.
6. Supervisor completes final evaluation and turns in to their supervisor or the Pastoral Leader. (Employee and supervisor may elect to each keep a copy.)

*REMEMBER: ongoing, informal evaluation/feedback opportunities need to occur throughout the year.*

#### IV. TYPES OF FORMATS

1. Formal evaluation form (these are required for 3 and 6 month evaluations).
2. Short or narrative form (after 2 years, the use of a formal evaluation form is not required). Components should include the following:
  - ✓ Identify achievements, areas of accomplishment.
  - ✓ Identify areas for improvement and resources or suggestions.
  - ✓ Identify objectives for the upcoming year.
  - ✓ Provide opportunity for employee response.