JFBC EMPLOYEE EVALUATION

Name	Staff Position	Evaluation Period – From (Mo/Yr):	To (Mo/Yr):

I. SPIRITUAL WALK AND PERSONAL RELATIONSHIPS

A. How would you describe your spiritual walk with the Lord since the last evaluation? (Include a discussion of Membership Expectations)

B. How would you describe family relationships/ social relationships?

C. Remembering the body is the temple of the Holy Spirit, how are you doing with physical fitness?

D. How are you involved in reaching the lost? How/ who have you shared Christ with in the last six months?

E. How are you involved in discipling Christians? How are you being discipled?

F. List your Spiritual Gifts.

1. _____ 2. _____ 3. _____

II. CURRENT JOB PERFORMANCE – the "WHAT" I do. Highlights of job results since the last evaluation.

Instructions: *Provide highlights of accomplishments to major job responsibilities and select the appropriate Effectiveness Rating:* ***1 Unacceptable*** *= Not meeting required standards re: work, skills, absenteeism.* ***2 Acceptable/May Need Improvement*** *= Average; meets basic requirements; needs improvement in certain areas to fully meet expectations.* ***3 Fully Meets Expectations*** *= Good team member; solid performance; fully meets expectations and responsibilities of position.* ***4 Exceptional*** *= Outstanding performance; meets expectations and exceeds frequently.* ***5 Beyond Expectations*** *= Extra responsibility; exceptional performance or accomplishments beyond job description.*

EMPLOYEE Documentation	Self-Rating	SUPERVISOR'S Documentation	Rating
1.		**1.**	
2.		**2.**	
3.		**3.**	
4..		**4.**	
5.		**5.**	
6.		**6.**	

B. If available, provide statistics to indicate how results in your area compare with the same period a year ago.

III. COMPETENCIES – "HOW" I DO MY JOB

Instructions: *Enter examples of how well the employee demonstrated each Competency during the period of review. Enter the appropriate Effectiveness Rating in the box provided based on the standard for each staff level and each competency as described on page 5 below:*

1 Unacceptable = *not meeting standard.* ***2 Acceptable/May Need Improvement =*** *average, meets basic requirements, needs improvement in certain areas to fully meet expectation.* ***3 Fully Meets =*** *good team member, solid performance, fully meets expectations and responsibilities.* ***4 Exceptional =*** *outstanding performance, meets expectations and exceeds frequently.* ***5 Beyond Expectations =*** *extra responsibility,exceptional performance or accomplishment beyond job description.*

Ministers do not complete this page. Rather, Employee and Supervisor comments regarding Competencies should be included in Page 2 as part of the documentation regarding job accomplishments. *Ministerial Competencies include People Focus, Personal Accountability, Teamwork, Communication, Vision, and Values and Develops Others.*

EMPLOYEE Self-Rating	Rating	SUPERVISOR'S Rating	Rating
1. PEOPLE FOCUS *(Program, Admin, Support, Facilities)*		**1. PEOPLE FOCUS** *(Program, Admin, Support, Facilities)*	
2. PERSONAL ACCOUNTABILITY *(Prog,Admin,Support,Facilities)*		**2. PERSONAL ACCOUNTABILITY** *(Prog,Admin,Support,Facilities)*	
3. TEAMWORK *(Program, Admin, Support, Facilities)*		**3. TEAMWORK** *(Program, Admin, Support, Facilities)*	
4. COMMUNICATION *(Program, Admin, Support, Facilities)*		**4. COMMUNICATION** *(Program, Admin, Support, Facilities)*	
5. PLANNING & ORGANIZING *(Program & Admin ONLY)*		**5. PLANNING & ORGANIZING** *(Program & Admin ONLY)*	
6. ACHIEVES GOALS *(Program & Admin ONLY)*		**6. ACHIEVES GOALS** *(Program & Admin ONLY)*	

IV. Future

A. Are you being fulfilled in your job at JFBC…in your relationship to the church; …in the ministries in which you serve; …vocationally, as a whole?

B. What are the needs/ goals/ dreams that God has placed on your heart concerning your area?

C What steps should be taken in the next 6 to 12 months to improve / enhance the employee's existing skills / performance or learn / further develop competencies?

Employee's Request	Supervisor's Recommendation

V. SIGNATURES

Signatures and date acknowledge that the evaluation review session was conducted.

_____ _____

Employee Signature **Date** **Supervisor Signature** **Date**

JFBC EMPLOYEE EVALUATION ADDENDUM

VALUES-BASED COMPETENCIES are "HOW" I do my job – my effectiveness in using my knowledge, skills and abilities to accomplish goals.

Competencies Applicable to EACH Staff Level

Employees demonstrating the following competencies should be rated 3 on the evaluation above as these are the skills that fully meet Johnson Ferry's expectations. Higher or lower ratings may be given based on specific examples of better or poorer performance.

Ministerial & Executive Staff Core Competencies:

- **People Focus** – Anticipates and shows concern for problem resolution. Confronts issues, not people.
- **Personal Accountability** – Acts decisively in time-sensitive situations. Anticipates problems and takes appropriate steps to resolve.
- **Teamwork** – Proactively volunteers to take on projects that contribute to a shared objective. Partners well and inspires people at all levels.
- **Communication** – Works to gain buy-in and build support for an idea through discussions with key individuals. Effectively addresses diverse ideas and opinions in gaining support.
- **Vision** – Articulates a strategic perspective helping others understand church-wide & department strategy and implements the strategy by improving effectiveness and quality of the ministry.
- **Values & Develops Others** – Encourages and inspires subordinates to high levels of effort and performance. Expresses confidence and active interest in employees' potential.

Program & Administrative Staff Core Competencies:

- **People Focus** – Effectively relates to all kinds of people. Establishes rapport easily.
- **Personal Accountability** – Acts with a sense of urgency and initiative. Readily identifies action to take before being asked.
- **Teamwork** – Collaborates intra- and interdepartmentally to seek workable solutions. Actively contributes to others' initiatives by volunteering resources or time.
- **Communication** – Anticipates others' reactions, concerns, or objections, and proactively addresses them.
- **Planning & Organizing** – Breaks down work into process steps, manages roadblocks and evaluates progress and results. Effectively coordinates the use of all resources to be productive.
- **Achieves Goals** – Dependable to make recommendations to solve issues. Looks beyond the obvious for solutions. Remains flexible and takes varied approaches with assignments.

Support Staff Core Competencies:

- **People Focus** – Listens to understand others' perspective. Goes extra mile to meet expectations with appropriate sense of urgency.
- **Personal Accountability** – Consistently completes tasks and assignments. Dependable to follow through on commitments.
- **Teamwork** – Asks for input and demonstrates a willingness to learn from others. Willingly shares time, experience and knowledge with others.
- **Communication** – Listens effectively to understand others' interests, priorities, and perceptions. Develops trust, shares information, and keeps others informed to avoid surprises.

Facilities Staff Core Competencies:

- **People Focus** – Friendly, open and approachable. Uses knowledge of the job to provide service. Treats all people with respect.
- **Personal Accountability** – Assumes ownership and responsibility for tasks. Recognizes what needs to be done without being told.
- **Teamwork** – Listens and interacts with teammates to seek solutions to issues/ problems. Does not hesitate to offer assistance or help. Respects others. Says nothing that could hurt the team.
- **Communication** – Listens carefully. Thinks before speaking. Responds to questions and delivers clear & concise message.