

EMPLOYEE PERFORMANCE EVALUATIONS

It is the church's intent to conduct performance evaluations with employees. Evaluations are typically done at least annually as a means of fostering employee development and motivating employees to reach their full potential.

The Executive Staff will inform their respective supervisors of upcoming performance evaluations and set deadline dates for such meetings. Each supervisor will inform their employees and ask them to complete an Employee Evaluation Form and return it back to them several days prior to their scheduled evaluation meeting.

The purpose of the performance evaluation is to inform the employee how well they are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement if the employee has been previously notified of the weak areas informally. As the supervisor assigns ratings, consideration should be given to the length of time that the employee has been in the position and whether or not all training for the position has been completed. In addition, evaluations are reviewed annually to assist in determining pay increases.

Each area of the evaluation should be assessed objectively based on the employee's work performance and behaviors and not on the employee's personality. It is highly improbable that any employee's performance warrants the highest rating in all areas of responsibility. The following ratings should be used:

- 1 Unacceptable: Not meeting required standards regarding work, skills, and/ or 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.

At the conclusion of the evaluation process, the supervisor should allow the employee to write any comments they might have about their evaluation and sign the form. The supervisor should route evaluations to the ministry Department Head for salary and pay rate consideration. Employee evaluations should be filed in the employee's personnel file in the Human Resources office.

The Human Resources Department will provide training to supervisors who conduct employee evaluations and to their employees.